SCRIBE

Series Operator's Guide

Rev.: 081307.1

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About MF DIGITAL

Thank you for purchasing MF Digital's autoloading duplication and printing system. MF DIGITAL manufactures a wide variety of software and audio duplication and production equipment, including manual and fully automatic CD and DVD duplicators and printers. We hope you will consider us for all of your production needs.

What To Expect From Your MF DIGITAL CD Duplication System

Your MF DIGITAL Scribe duplication system is professionally designed and manufactured to give you years of trouble free operation. To avoid accidental damage to your new duplication system, please read and understand this manual thoroughly before operating the unit.

About This Manual

This manual is written for both novice and experienced users. Please read through this Operator's Guide from beginning to end before using the unit. Once having read the manual, follow along chapter by chapter. This will provide the necessary understanding of your new Scribe duplication system.

Features of the Scribe

The Scribe Series of copiers is the most advanced series of copiers available today. Features Include:

- Networkable: Ethernet onboard, comes complete with unlimited seat Windows Network Client.
- Heavy-duty robotics, as well as the fastest robotics, makes for the ideal copier for those mission critical applications.
- Copies virtually any CD or DVD.
- PC Built-in: No need to buy an additional PC, or the need to open up your existing PC to install cards and tackle compatibility issues.
- Unlimited queue: Queue up as many jobs as you like; copy, copy & print, print only, or even data-import jobs.
- Pre-master from files or batch read: Read in one master or many at a time to image files. Use these image files for later copying.
- Spindle select: load with both CDs and DVDs and the unit will pick the appropriate disc.
- Data-import: In addition to image file creation, you can copy the contents of multiple Windows readable CDs or DVDs as files and folders to a user defined local or network location.
- Flexible printing: Support for both thermal, and ink jet printing. No need to make hardware dedicated PRNs like competitive copiers. Use Adobe PDF, SureThing STD, or PRN files for your print source.
- Print unique content: Use merge field in your SureThing (included) STD file to print serial numbers, unique text like customers names on each disc.
- Relay mode: Make multiple copies of multiple masters including print.

Installing The Scribe

Carefully remove the Scribe duplication system from the shipping container. Inspect the contents and verify them against the packing slip. Report any errors in shipping as soon as possible. The Scribe is available as a copy only system, or both a copy and print system.

What's In The Box

Your Scribe CD / DVD duplication system has a PC onboard, so there is no need to buy or dedicate a PC to operate it. The package includes:

- Scribe duplication system
- Power cord
- Scribe Software / Manual CD

What you will also need:

- PC compatible VGA Monitor (if LCD, use an analog one)
- PC Mouse (P/S2 Style recommended)
- PC Keyboard (P/S2 Style recommended)

Options

- Disc label printers: Supported models include the MF Digital PicoJet thermal inkjet printer, and the Prism Plus Thermal Printer.
- MP3 / WMA audio CD batch ripping software
- Hard disk back-up software
- 80mm and BizCDs autoloader and printer adapters.

Packing Materials

Please retain the original box and packaging in the event that the unit requires future servicing. This will help to reduce the possibility of damage occurring in transit. In the event that the system is shipped back to MF DIGITAL without the original box and packaging, customers will be charged for new box and packaging.

The Best Place To Put The Scribe

The best operating location for the Scribe duplication system is in a climate controlled area, free of dirt, dust, humidity, excessive heat, and electronic or electromagnetic interference. Room temperature should be between 65 and 75 degrees Fahrenheit, or between 18 and 23 degrees Celsius. Place the Scribe on a solid, steady work surface and allow sufficient room for all incidental work materials. Provide at least six inches of clearance on all sides of the unit for ventilation.

Like all automated copiers, the uses photo sensors that can be adversely affected by direct light sources. Avoid placing the system in direct sunlight, under halogen or mercury vapor lights, or other close and very bright light sources. If your is behaving erratically, and it is in close proximity to bright light, or focused lighting such as spot lights, try moving it to an area with more subdued lighting. If the unit operates normally, then you may need to remove or adjust the light source, or relocate the to a different spot.

Safety Precautions

The system is shipped with a three-prong power connector and must be used with a properly grounded AC receptacle. **DO NOT** try to defeat the third “ground” prong. All computer peripherals must be properly grounded and the Scribe is no exception. The use of a power conditioner such as an Uninterruptible Power Supply (UPS), or a surge protector is highly recommended. The minimum required size is 400VA.

Repairs or alterations should only be attempted by authorized factory trained technicians. MF DIGITAL reserves the right to void the warranty if unauthorized service is performed.

Removing Packing Restraints

The Scribe ships with a picker arm restraint to reduce the possibility of damage in transit. This restraint must be removed before operation or power-on. Remove the foam block above the transfer arm. Save the foam block, as you will need to return it to its place when transporting the unit in the future.

Input And Output Spindles

The input areas and output spindle serve as the containers to store the blank and recorded discs. Spindle capacity ranges from 250 discs to 600 discs depending on model and setup.

Making the connection

The Scribe requires a Monitor, Keyboard, and mouse to use it properly. While these items are not included, they are readily available and standard PC components.

- Make sure the Scribe power switch is set to the off position.
- Please connect you monitor, keyboard, and mouse now, then connect the AC power cord in to the receptacle at the rear of the unit, and the other end into the wall or UPS power outlet.

C A U T I O N

Always use properly grounded receptacles, or severe damage to your system may result. The use of a surge protector or Uninterruptible Power Supply (UPS) is highly recommended.

Starting Up

- If equipped, switch on the power to the printer – With PicoJet let print cartridges park.
- Switch the Scribe power switch to on position.

Note: *The Scribe uses Microsoft's Windows XP operating system. To get the most out of the Scribe it is recommended that users supplement this manual with an operating system guide.*

Installing the Scribe Software

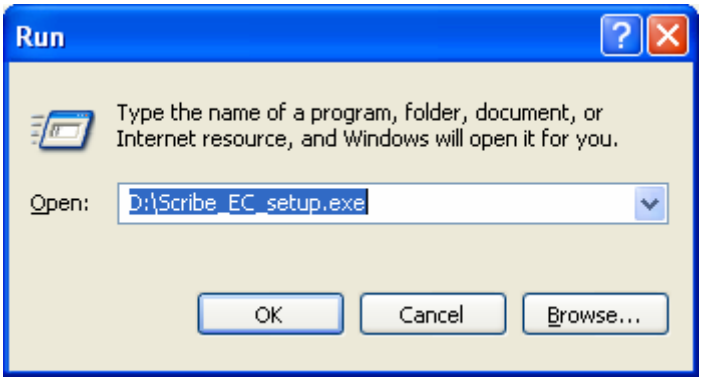
YOU LIKELY CAN SKIP THIS STEP

Your Scribe 910x came pre-loaded with the software already installed. If for any reason you wish to re-install, it is recommended you remove the old version first.

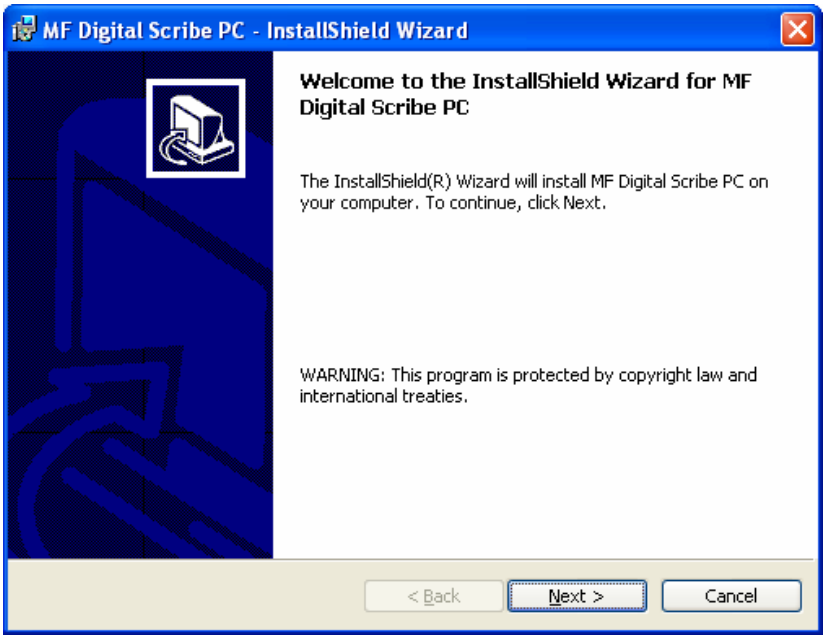
To install the Scribe software:

- Insert the Scribe software CD into one of the drives on the Scribe drive tower.
- *Click* on Start/Run.

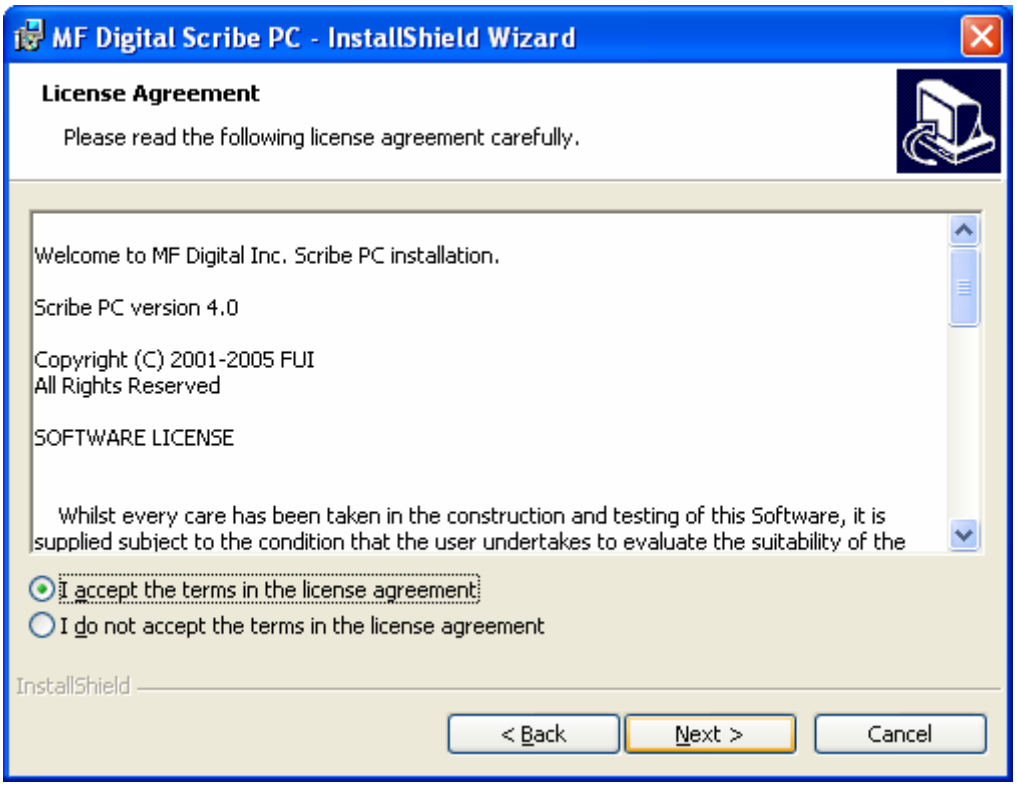
- In the "Open" text box, type "D:_EC_setup.exe" (D=Disc Drive) where "D" represents the letter of the drive you have placed the disc in.



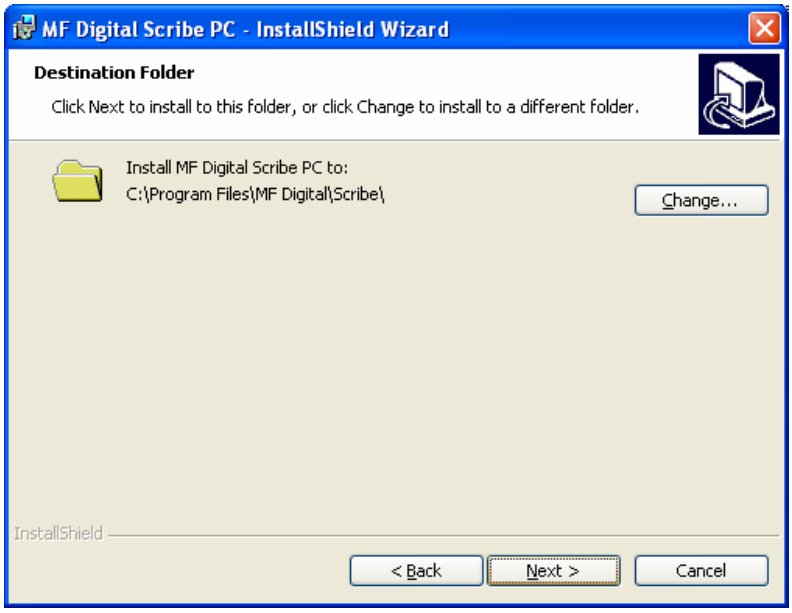
- Then, *click* on OK and the installer screen will appear:


MF Digital Scribe PC - InstallShield Wizard
Welcome to the InstallShield Wizard for MF Digital Scribe PC
The InstallShield(R) Wizard will install MF Digital Scribe PC on your computer. To continue, click Next.
WARNING: This program is protected by copyright law and international treaties.
< Back
Next >
Cancel

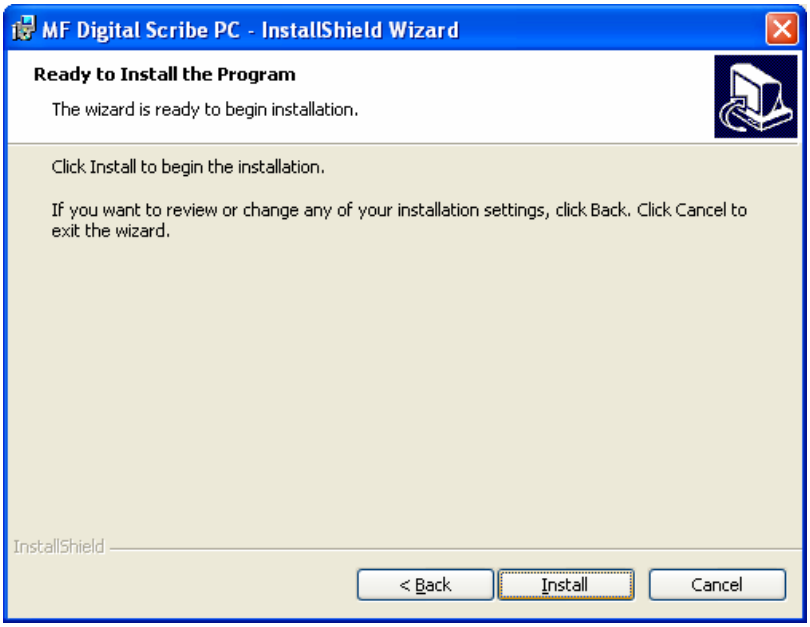
- *Click* NEXT to continue


MF Digital Scribe PC - InstallShield Wizard
License Agreement
Please read the following license agreement carefully.
Welcome to MF Digital Inc. Scribe PC installation.
Scribe PC version 4.0
Copyright (C) 2001-2005 FUI
All Rights Reserved
SOFTWARE LICENSE
Whilst every care has been taken in the construction and testing of this Software, it is supplied subject to the condition that the user undertakes to evaluate the suitability of the
I accept the terms in the license agreement
I do not accept the terms in the license agreement
InstallShield
< Back
Next >
Cancel

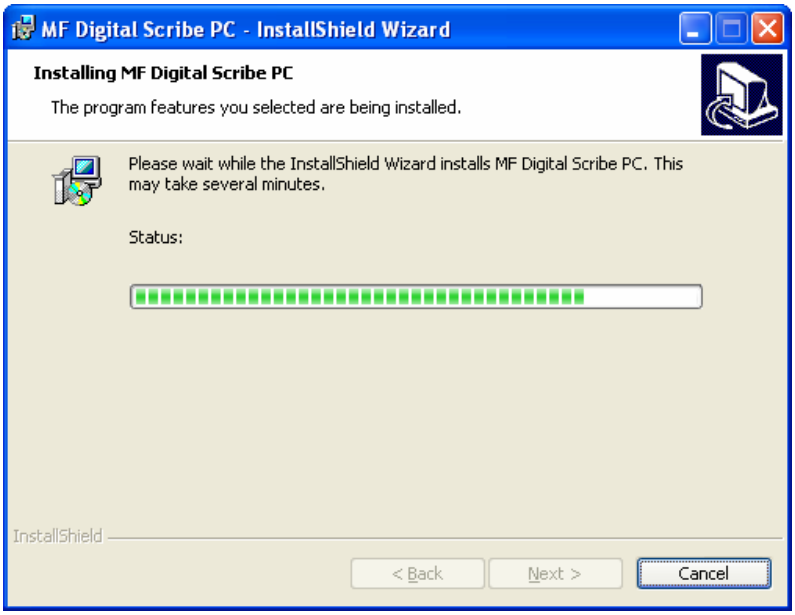
- If you accept the terms of the license agreement, select “I accept…” then *click* NEXT to continue.


MF Digital Scribe PC - InstallShield Wizard
Destination Folder
Click Next to install to this folder, or click Change to install to a different folder.
Install MF Digital Scribe PC to:
C:\Program Files\MF Digital\Scribe\
Change...
InstallShield
< Back
Next >
Cancel

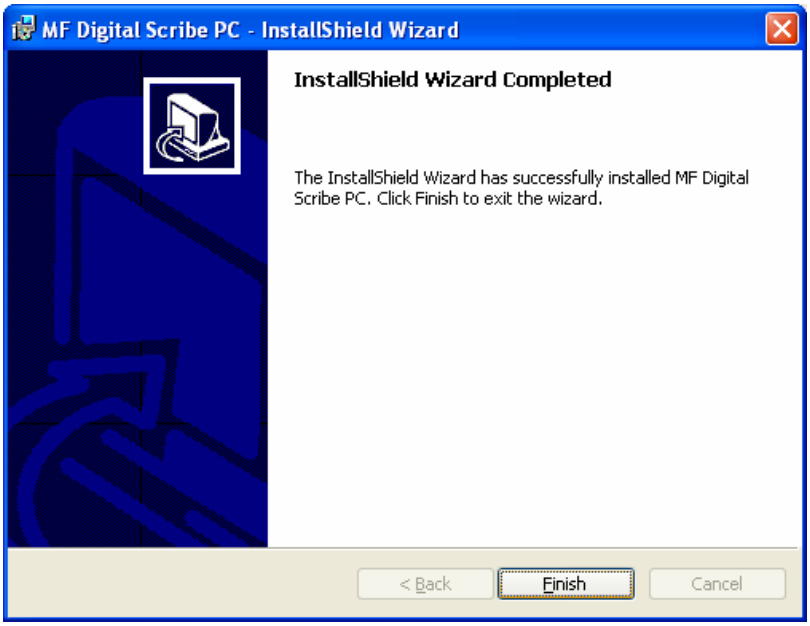
- *Click* NEXT to continue, or CHANGE to install to a location other than the default.


MF Digital Scribe PC - InstallShield Wizard
Ready to Install the Program
The wizard is ready to begin installation.
Click Install to begin the installation.
If you want to review or change any of your installation settings, click Back. Click Cancel to exit the wizard.
InstallShield
< Back
Install
Cancel

- *Click* INSTALL to continue.


MF Digital Scribe PC - InstallShield Wizard
Installing MF Digital Scribe PC
The program features you selected are being installed.
Please wait while the InstallShield Wizard installs MF Digital Scribe PC. This may take several minutes.
Status:
InstallShield
< Back
Next >
Cancel

- Please wait while the Scribe software is copied to your hard drive.


MF Digital Scribe PC - InstallShield Wizard
InstallShield Wizard Completed
The InstallShield Wizard has successfully installed MF Digital Scribe PC. Click Finish to exit the wizard.
< Back
Finish
Cancel

- Installation is complete. *Click* FINISH.

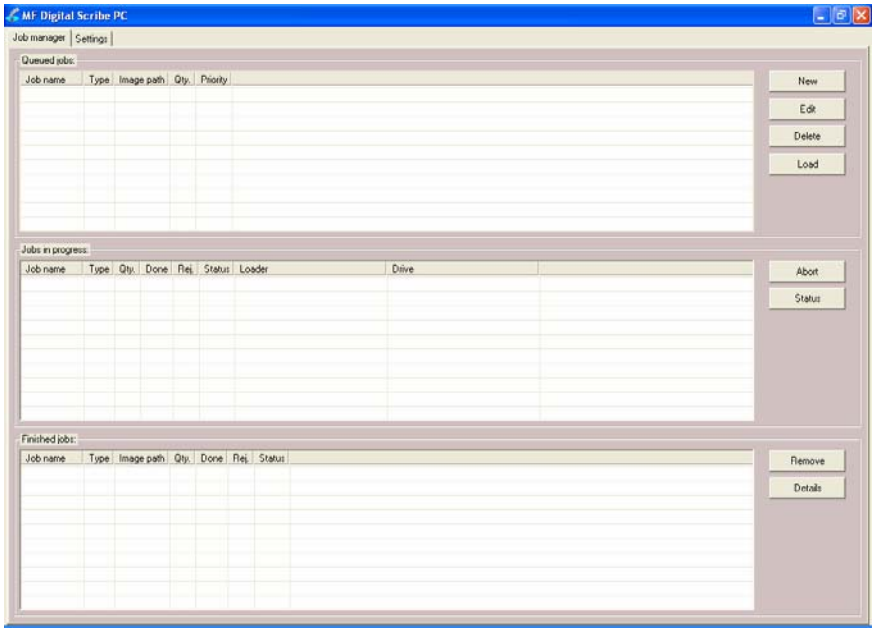
Quick Start, Making Copies

Starting the Scribe Application

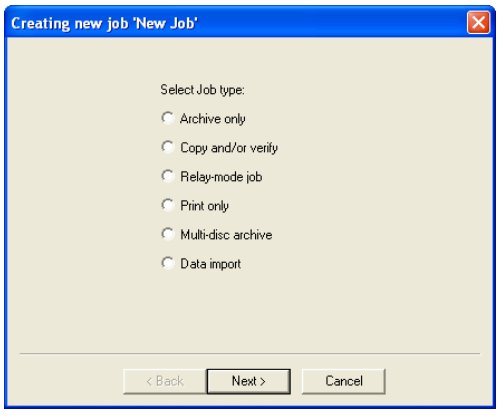
To start the Scribe application the steps are as follows:

- From the desktop of the computer, *click* the MF Digital Scribe Icon

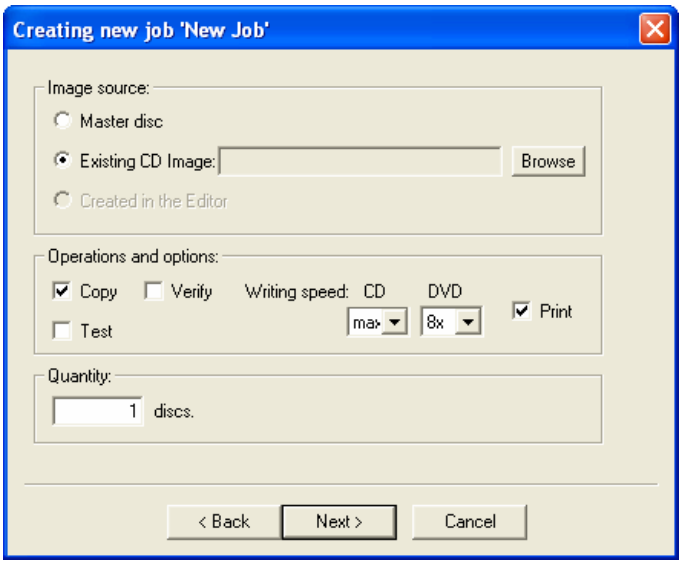
- The Scribe application screen will now be displayed:



- Place some blank CDs or DVDs into the input hopper followed by the master CD or DVD you wish to copy. If the master is a DVD you must use DVD blanks. If the master is a CD, you must use CD blanks. The Scribe will not convert between types.
- *Click* the NEW button to start a new job. The following dialog box to the right will be displayed:

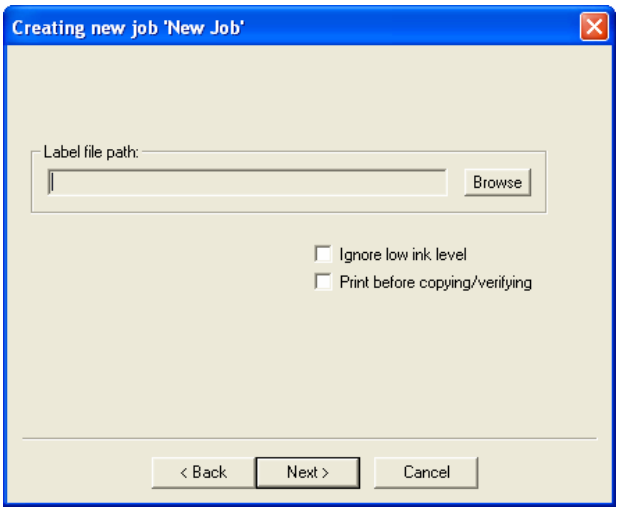


- Select “Copy and/or verify” and then *click* NEXT. You will now be prompted:



Enter the desired number of copies in the “Quantity” box. If you system is equipped with a printer, you may also check “Print”. If you do so, be sure you have prepared a PRN file as detailed in the section entitled “Creating .PRN Files”. Optionally, you may use a SureThing .STD file (See appendix on SureThing Files and merge fields), or an Adobe Acrobat PDF files. Adobe PDF files should be made as ded in “Creating & Using Adobe Acrobat PDF Files”. Also, be sure your printer is attached as ded in the manual that accompanied your printer, and is selected on the Settings TAB. When you satisfied with your selections, *click* NEXT.

- If you selected PRINT, the following dialog will appear:

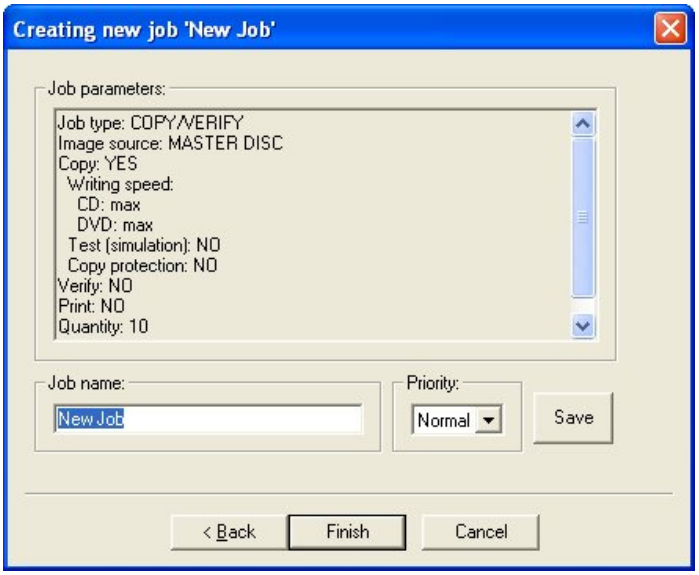


Click on browse and locate the PRN, STD, or PDF file to be used. Enter the desire number of copies and optionally select “Print before copying / verifying” (for use when using BizCDs and BizCD adapter) and / or “Ignore low ink level”.

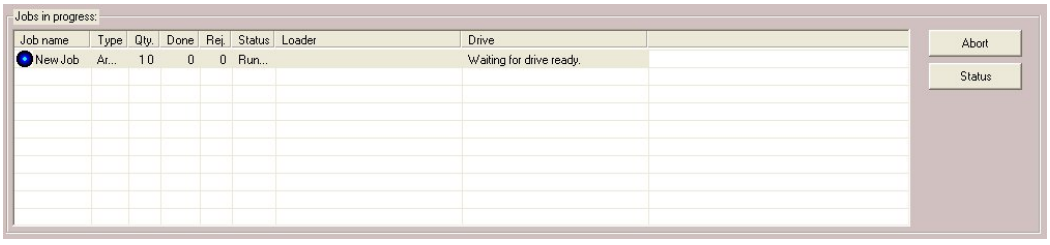
A note about “Ignore Low Ink Level”

Competitive systems continue to attempt to print even when cartridges have run out, resulting in ruined discs. ***PicoJet*** *equipped Scribe systems will stop at 4% remaining ensuring you will not waste discs. Optionally you can choose to ignore this safeguard to glean the last few discs out of a cartridge.*

When you re satisfied with your choices, *click* on “Next” to continue:



- Use the default “Job Name” or enter your own such as a work order number. *Click* FINISH when you are ready.



The “Jobs in Progress” section of the Job Manager TAB will now show the status of the job you just started. The will now load the master disc into the drive. Once read-in successfully, it will accept the master disc to the output hopper and then load the first blank disc to begin duplication.

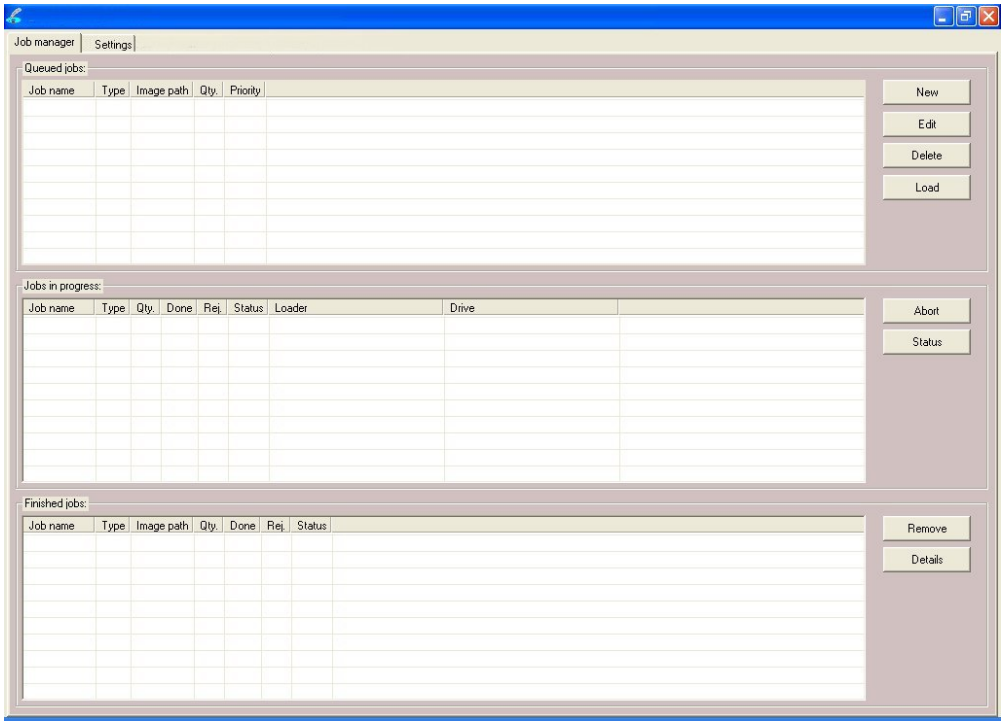
The Scribe Application

The Scribe is a state-of-the-art CD / DVD duplicating system. It is designed to create, duplicate and verify most standard disc formats. This startup section will guide you through starting and configuring the Scribe application.

Starting the Scribe Application

To start the Scribe application the steps are as follows:

- From the desktop of the computer, *click* the MF Digital Scribe Icon
- The Scribe application screen will now be displayed:

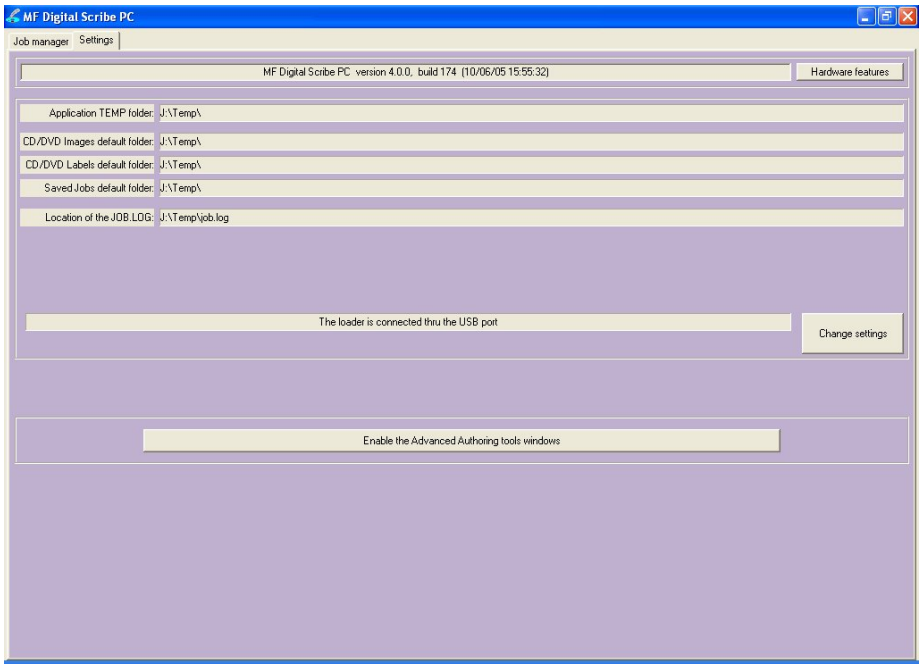


Selecting STANDARD or ADVANCED mode

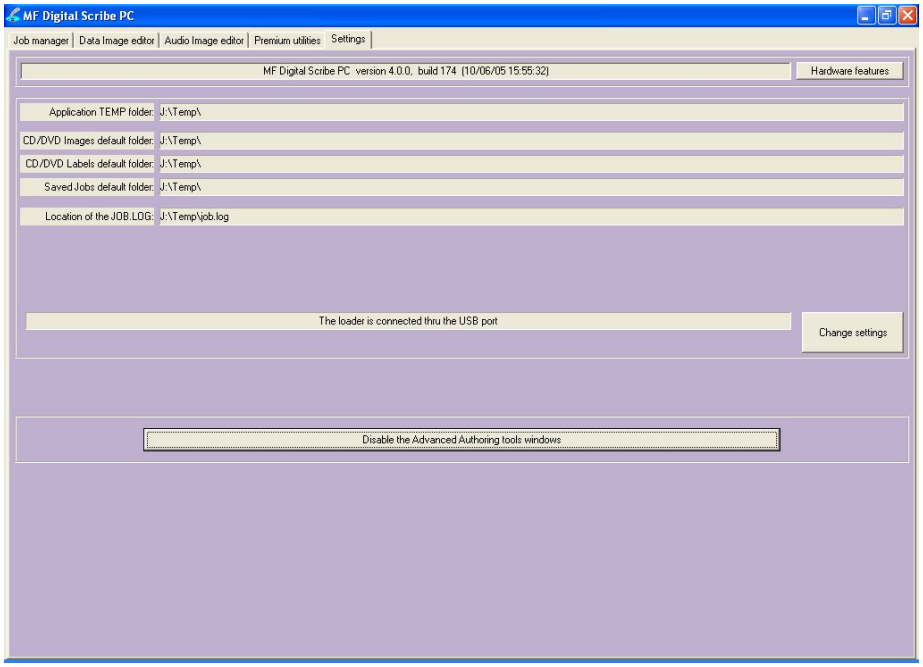
When first started, you are in “standard”. “Standard” mode is best suited for those who do duplication only and are not pre-mastering from files.

The Scribe can pre-master audio CDs from WAV, or MP3, data DVDs and CDs from local files and network files, as well as DVD Video discs from previously authored VIDEO_TS folders. If you wish to pre-master any of these types of discs, you will need to Scribe’s “Advanced Authoring Tools”. To do so:

- *Click* on the “Settings” TAB now:


MF Digital Scribe PC
Job manager
Settings
MF Digital Scribe PC version 4.0.0, build 174 (10/06/05 15:55:32)
Hardware features
Application TEMP folder: J:\Temp\
CD/DVD Images default folder: J:\Temp\
CD/DVD Labels default folder: J:\Temp\
Saved Jobs default folder: J:\Temp\
Location of the JOB.LOG: J:\Temp\job.log
The loader is connected thru the USB port
Change settings
Enable the Advanced Authoring tools windows

- *Click* on and three new TABs will be revealed:


MF Digital Scribe PC
Job manager
Data Image editor
Audio Image editor
Premium utilities
Settings
MF Digital Scribe PC version 4.0.0, build 174 (10/06/05 15:55:32)
Hardware features
Application TEMP folder: J:\Temp\
CD/DVD Images default folder: J:\Temp\
CD/DVD Labels default folder: J:\Temp\
Saved Jobs default folder: J:\Temp\
Location of the JOB.LOG: J:\Temp\job.log
The loader is connected thru the USB port
Change settings
Disable the Advanced Authoring tools windows

- You may toggle between these modes, simply by enabling and disabling the Advanced Authoring Tools.

Scribe Application Layout

The Scribe application is organized into either two or five cards, depending on if Advance Authoring Tools enabled. These cards, referred to as TABs, are accessible by clicking on the desired TAB on the top of the screen. Tabs include ***Job Manager***, ***Data Image Editor***, ***Audio Image Editor***, ***Settings, and Premium Utilities***. By completing the information on these cards, you control the actions of the Scribe to create, duplicate and verify CDs as well as print disc labels.

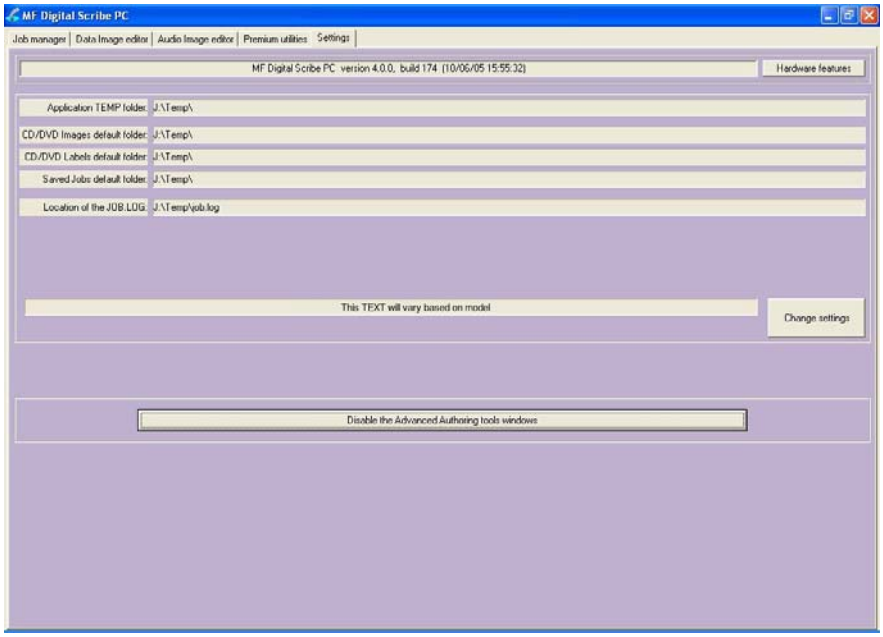
Tabs:	
Job Manager	This is where jobs are started. The status of all jobs pending, in progress, and completed are displayed here.
Data Image Editor*	On this TAB you can pre-master a data CD or DVD as well as a DVD Video disc from a pre-existing VIDEO_TS folder.
Audio Image Editor*	This TAB allows you to pre-master an audio CD from WAV or MP3 files.
Settings	Defines settings and default file locations.
Premium Utilities*	add-in plug-ins can be found here. They include batch audio CD ripping to MP3, WMA, FLAC, AIF, or WAV, and hard disk back-up software.

Accessible only when Advanced Authoring Tools are enabled on the "Settings" TAB.

Reviewing and changing the settings

Before we get started, it is best to visit the "Settings" TAB to ensure your system is setup correctly. If you purchased your unit and printer at the same time, then you should already be set-up correctly as we pre-configure units at the factory. If the printer was bought later, or separately for some reason, then you will need to select the installed printer. The "Settings" TAB allows you to do this.

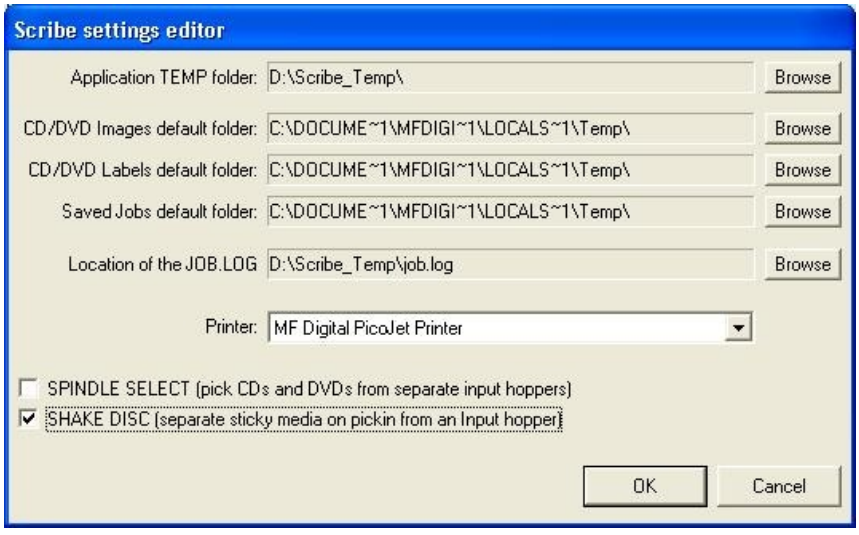
- *Click* the ***Settings*** tab



The ***Settings*** tab is divided into four areas: *Version Information, Default folders, Printer, and Communication Ports*. The field closest to the top of the tab is the Scribe's version information. This lets you know what version of Scribe you are currently running. The settings below the version information may be customized. The following section illustrates this procedure.

Settings Editor

- From the Settings tab, *click* the ***Change Settings*** button and the following screen will be displayed.



Application Temp Folder

- To choose an application temp folder, *click* the ***Browse*** button to the right of the ***Application TEMP folder*** field. This folder is a temporary location for your CD image to reside before and during duplication. After job completion, the image is removed.

Note: *You should have 10GB of free space on your hard drive specifically for this folder. The folder should always reside on a drive formatted NTFS and never FAT32 or FAT16.*

CD / DVD Images Default Folder

- To choose a default folder for your CD and DVD images, *click* the *Browse* button to the right. When creating a new job, this will be the default folder that the Scribe opens to browse for an image file path.

CD Labels Default Folder

- To choose a default folder for your CD labels, *click* the *Browse* button to the right of the ***CD labels default folder*** field. When creating a new job, this will be the default folder that the Scribe opens to browse for a label file path.

Printer Driver

The PRINTER DRIVER pull-down is used to indicate to the Scribe the type of printer that is installed.

- *Click* the PRINTER DRIVER pull down and select the type of printer being used.

Spindle Select

When enabled, SPINDLE SELECT allows you to assign one input spindle for DVD-R and one for CD-R. This is useful when submitting multiple jobs or when the Scribe is being shared amongst network users. When a job requiring CD blanks is started, the Scribe will know from which spindle to

draw blank CD-R media. Likewise, when a job requiring DVD blanks is submitted, the Scribe will know to which spindle contains DVD-R/+R media. Be sure to fill input spindles only half full, as the first input cannot double as both an input and output spindle an output spindle

- *Check* the box to enable "Spindle Select" mode.

Note: Capacity is halved in this mode. Fill input spindles only half full. Since the first input spindle cannot double for output as it would when "Spindle Select" mode is disabled. The output will overflow if you fail to do so.

Shake Disc

When enabled, SHAKE DISC will perform a slight shaking motion with each pick of disc from an input hopper. If the discs are somewhat sticky, this can help in separating them. Only enable this in the event you have sticky media.

- *Check* the box to enable "SHAKE DISC"

Note: When loading blank CDs or DVDs, it is a good idea to fan out the discs. If discs are excessively sticky, it is best to source a different brand or part number. Media made with proper lacquer curing times will minimize this effect.

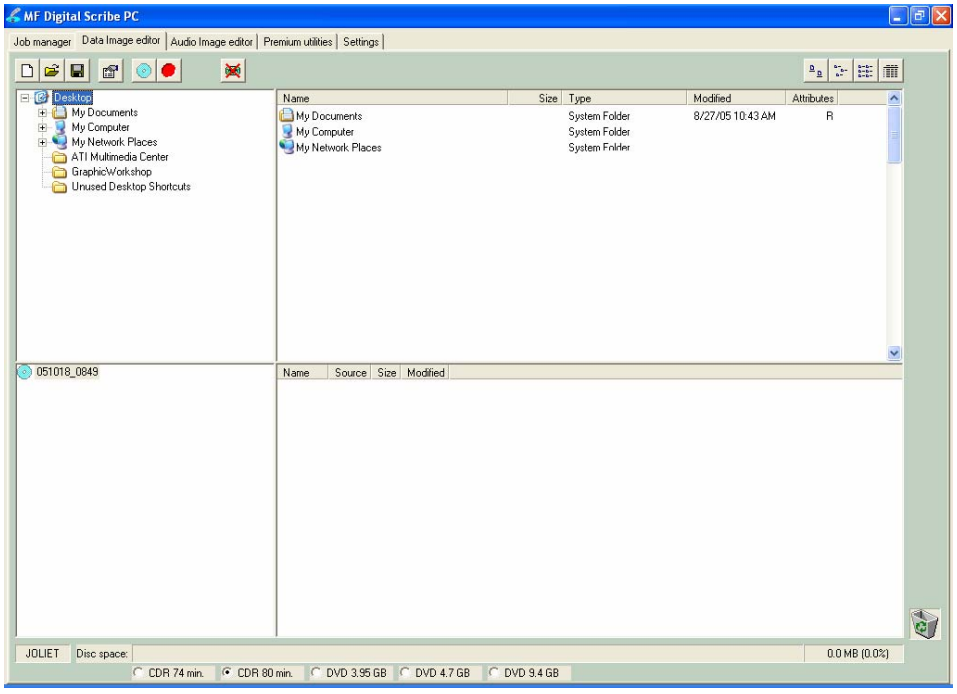
Data image editor

The first step in constructing a CD or DVD is to create an image file. Image files may be made by reading in a physical master, or by pre-mastering the disc in the Data or Audio Imager Editors. The Scribe creates industry standard data (Mode 1 ISO 9660 level 2 with Joliet extensions) and audio (Red Book) CDs from scratch as well as duplicates of existing CDs authored in most formats.

Creating a data disc image

To create a data disc image:

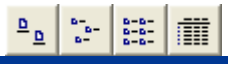
- *Click* the ***Data Image Editor*** tab. The screen will now read:



The Data Image Editor tab is divided into four panes. The top left pane lists all of the names and icons of the resources (drives, files and folders) available to the computer. The top right pane displays the contents of any item you click on in the top left pane along with its icon. The bottom left pane lists all the names and icons of files and folders on the disc that is being created. The bottom right pane displays the contents of any item you click on in the bottom left pane, along with its icon.

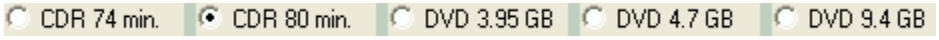
Image Toolbar

Horizontally along the top of the screen is an area which contains ten buttons, from left to right the buttons are: ***New CD layout, Load CD layout [*.ISC], Save CD layout [*.ISC], CD Image properties, Create CD image [*.ISO], Record CD, Enable inserting entire contents of folder [*.*], Large Icons, Small Icons, List, and Details***.

Image Toolbar:	
New CD layout	Starts a new CD or DVD Project. Any current layout is abandoned.
Load CD layout	Loads an existing CD or DVD disc image script file (*.ISC).
Save CD layout	Saves CD or DVD layout to a disc image script file (*.ISC). ISC files are virtual images containing only a list of the contents to be written to the disc. As such, these files are very small but are not self contained like the .ISO, .UDF, and .IMG real image files.
CD Image properties	Allows you change some of the disc properties such as volume label, publisher, data preparer, as well as the desired file system.
Create CD image [*.ISO]	Creates a real disc image file (.ISO for CD or .UDF for DVD). Real image files are self contained and the original source files are not needed once made. These files are large, about the size of the CD or DVD.
Record CD	Click here to burn a disc of this content right away. It is a good idea to save your image file first. Jobs may also be launched at any time from any image file from the STATUS TABs “NEW” job button.
Enable inserting entire contents of folder	Specifies the folder as having static or dynamic content. A Dynamic folder’s content can change without having to edit the .ISC file. Static content must exist when the image file is used or the job will fail.
Views 	Allows you change view displayed in the top right pane to small or large icons, list, or detail view.

Selecting CD Capacity

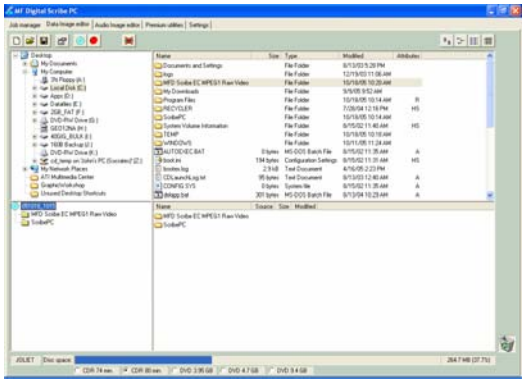
Along the bottom of the lower panes is a series of radio button options that are used to select the capacity of the disc you are creating



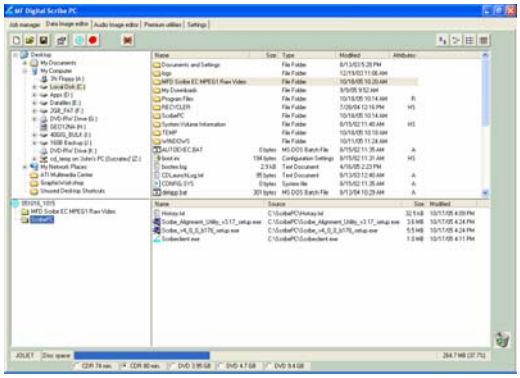
- *Click* the radio button corresponding to the capacity of the discs loaded into the Scribe.

Adding Files and Folders

- *Click* the desired file or folder in the top left or right pane (source) and hold down the mouse button.
- Drag the file or folder over the CD icon in the lower left pane **(fig. 1)** and release the mouse button.



(fig. 1)

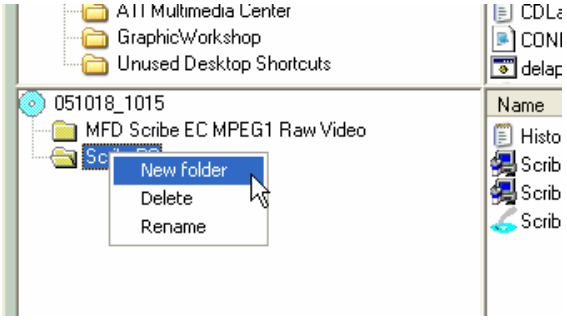


(fig. 2)

- The files in the lower right pane represent the contents of the CD being created **(fig. 2)**.

Creating, renaming, and removing Folders

- In the bottom left pane, first *click* at the point you wish to insert a folder, or on the folder to be renamed or removed, then *Right-Click* on it and select the desired operation.



You can also delete content by:

- *Click* the desired file or folder in the bottom left or right pane and drag the item to the recycle bin in the lower right hand corner. This does not delete the actual file, but rather exclude it from the CD or DVD layout.

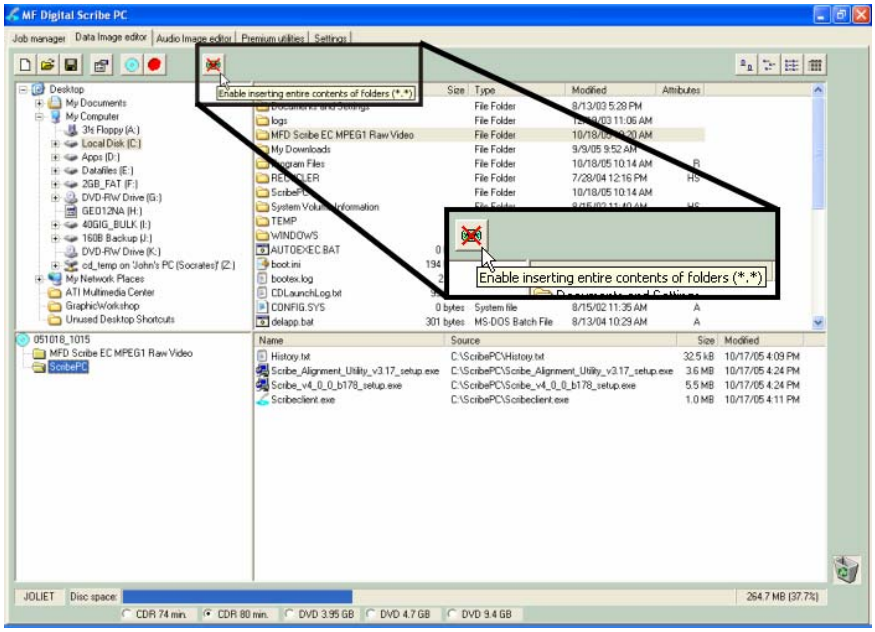
Static and Dynamic Content

The Scribe allows discs to be created from both *static* and *dynamic* content. A finished CD or DVD created from *static* content will contain the exact files and folders that are specified when the disc image is created. A finished CD created from *dynamic* content will contain the files and folders that exist in specified locations at the time the job is submitted for recording (rather than when the disc image is created).

For example, specifying *dynamic* content when creating a CD or DVD layout would allow a job to be run every week that records the contents of a specific folder onto a CD without having to create a new disc image every time. In this case the contents of the folder (not the folder itself) can change.

To specify a file or folder on a disc image as containing dynamic content:

- *Click* in the *.* check box so that the red "X" disappears.



Disabled Enabled

Saving The Current Disc Image File

Once a data disc image has been created, it must be saved before it can be used by the Scribe as a data source for recording. Disc images can either be saved as script files (with an "ISC" extension) or physical image files (with an ".ISO" extension for CD or a .UDF for DVD).

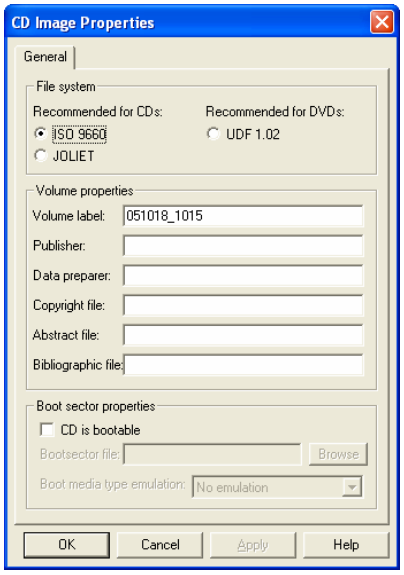
A script file (ISC) contains pointers to the source data files and is used as a guide at the time of recording the disc. Since a script file does not include the source data it is best used when producing unique or projects with dynamic content and when the source data will always be available to the Scribe.

A physical image file (ISO for CD, UDF for DVD) is an exact replica of the final disc and contains all of the source data. It is therefore best used when producing static projects that are recorded on a regular basis and when source data will not always be available to the Scribe. Please note that depending upon the amount of data to be recorded, a physical image file can occupy as much as 700 MB (CD) or 4.7 GB (DVD) of hard disk space.

Before saving your image, you may wish to view the properties

Editing Image properties

- *Click* the *CD Image Properties* button on the toolbar. The screen will now read:

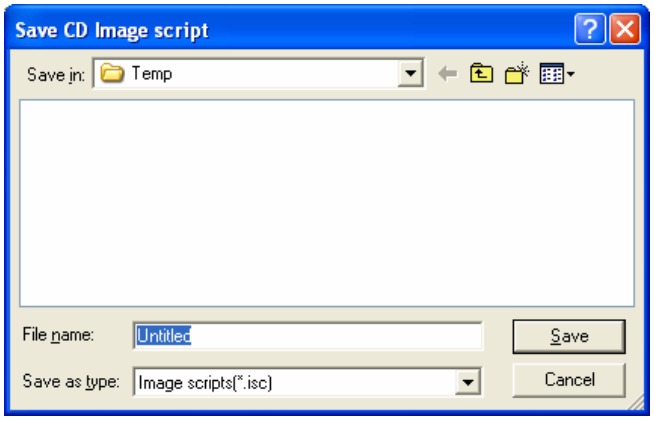


The CD IMAGE PROPERTIES dialog box contains a series of radio buttons as well as a number of information boxes.

- *Click* the radio button corresponding to the logical file system to be used on the CD (ISO 9660, Joliet, or *UDF 1.02 for DVD*).
- Optionally complete the volume properties information boxes:

Volume Properties	
Volume Label	Optionally enter the name you want to call the CD / DVD.
Publisher	Optionally enter the name of the publisher.
Data Preparer	Optionally enter the name of the person who prepared the disc.
Copyright File	Optionally enter the file name that provides copyright information about the CD.
Abstract File	Optionally enter the file name that des the contents of the CD.
Bibliographic File	Optionally enter the file name that provides bibliographic information about the CD.

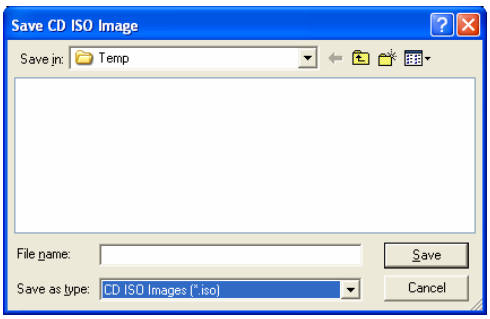
- *Click* the *OK* button.
- *Click* the *Save CD layout* button on the toolbar. The screen will now read:



- Select the volume and directory where you want to save the script file.
- Enter the name for the script file and *click* the *Save* button.

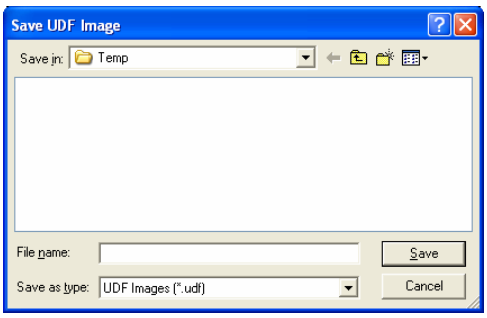
To create a physical disc image file:

- *Click* the *Create CD Image* button on the toolbar. The screen will now read:



CD Image File

Or…



DVD Image File

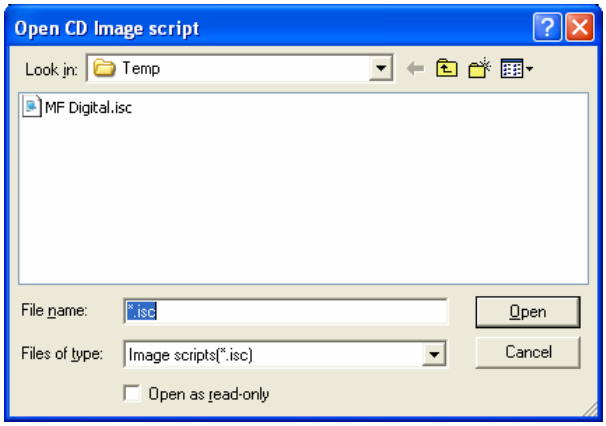
- Select the volume and directory where you want to save the physical image file.
- Enter the name for the physical image file and *click* the *Save* button.

Loading An Existing Script File

Once a data disc image script file has been saved it can be modified at a later date.

To load an existing script file:

- *Click* the *Load CD layout [*.ISC]* button on the toolbar. The screen will now read:



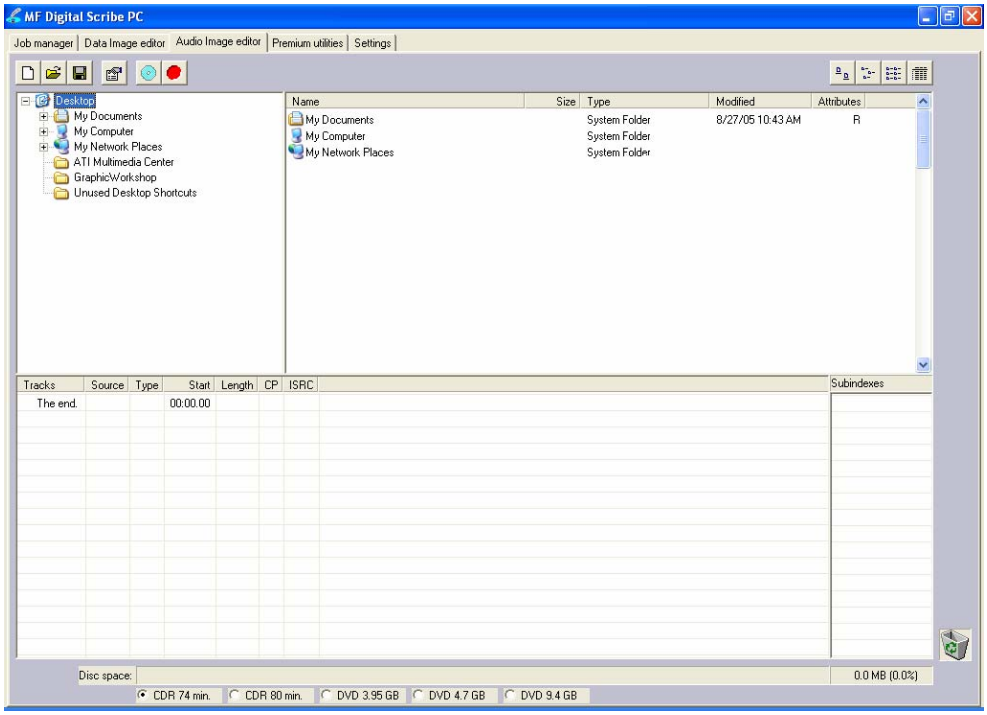
- Select the desired file and *click* the Open button.

Audio Image Editor

The Scribe creates industry standard audio (Red Book) CDs from scratch that can be played on any home, car or portable compact disc audio player or computer CD or DVD-ROM drive. Audio tracks are created using any combination of 44.1 kHz, 16 bit stereo WAV or MP3 files.

To create an audio disc image:

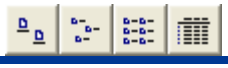
- *Click* the ***Audio Image Editor*** tab. The screen will now read:



The ***Audio Image Editor*** tab is divided into four panes. The top left pane lists all the names and icons of the disk drives available to the Scribe, as well as files and folders on the currently selected disk drive (source). The top right pane displays the contents of any item you *click* on in the top left pane along with its icon. The bottom left pane lists the names of audio files on the CD which is being created (disc image) as well as their type (WAV or MP3), start position and length, copy prohibit status and ISRC code. The bottom right pane displays the sub-indexes of any file you *click* on in the bottom left pane.

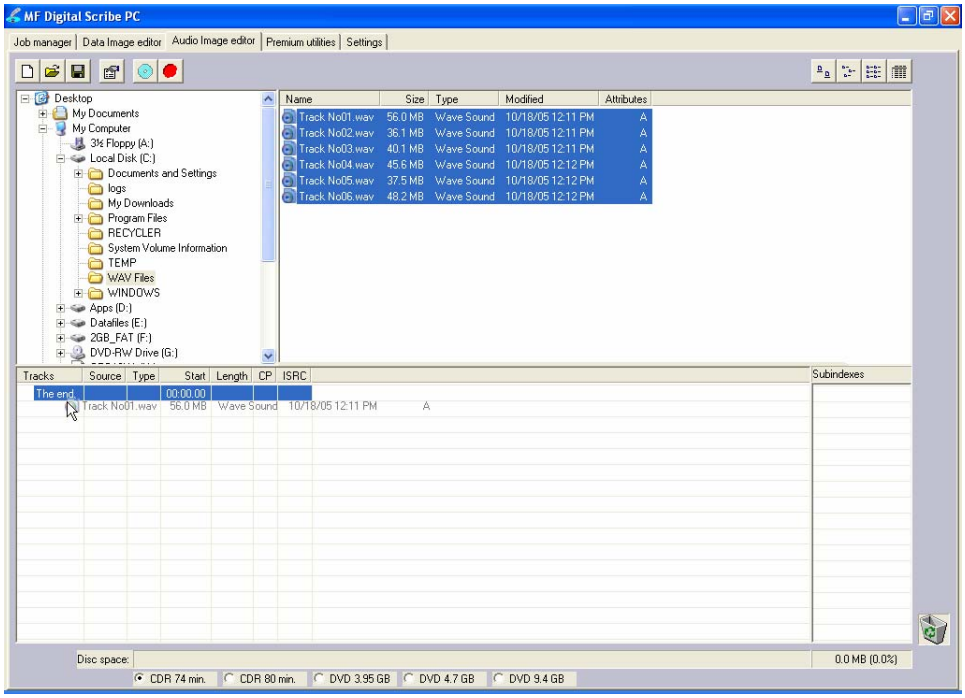
Audio Image Editor Toolbar

Horizontally along the top of the screen is an area which contains ten buttons, from left to right the buttons are: ***New CD layout, Load CD layout [*.ISC], Save CD layout [*.ISC], CD Image properties, Create CD image [*.IMG], Record CD, Large Icons, Small Icons, List, Details***.

Image Toolbar:	
New CD layout	Starts a new Audio CD project. Any current layout is abandoned.
Load CD layout	Loads an existing Audio CD disc image script file (*.ISC).
Save CD layout	Saves the current Audio CD layout to a disc image script file (*.ISC).
CD Image properties	Unlike with data discs, the properties button audio discs allows you to optionally change only the disc's UPC code.
Create CD image	Creates a real disc image file (.IMG. Real image files are self contained and the original source files are not needed once made. These files are large, about the size of the finished CD.
Record CD	Click here to burn a disc of this content right away. It is a good idea to save your image file first. Jobs may also be launched at any time from any image file from the STATUS TABs "NEW" job button.
Views 	Allows you change view displayed in the top right pane to small or large icons, list, or detail view.

Adding Tracks

- As depicted below, drag one or more WAV / MP3 files onto the text "The end" as it appears in the top left corner of the bottom pane. Multiple files may be selected by pressing and holding down the SHIFT or CTRL key while *click*ing on the tracks. SHIFT allows you to select a range of contiguous tracks, while CTRL allows you to selectively pick multiple tracks. As additional tracks are added, drag and drop them in at the desired insertion point.



Removing Tracks

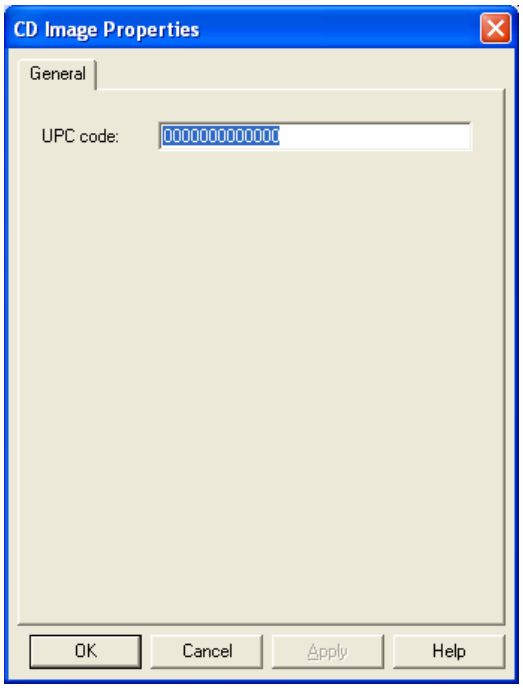
- *Click* the desired audio track in the bottom left pane and hold down the mouse button.
- Drag the audio track over the trashcan in the bottom right of the ***Audio*** tab and release the mouse button, or right *click* on the track and *click* delete.
- *Click* the *Yes* button.

Changing A UPC Code

The UNIFORM PRODUCT CODE (UPC) is an optional 13-digit descriptor that can be written into an audio CD.

To change the UPC code:

- *Click* the CD I*mage Properties* button on the *Image* toolbar. The screen will now read:



- Enter the numeric code and *click* the *OK* button.

Changing ISRC Codes And Copy Prohibit Flags

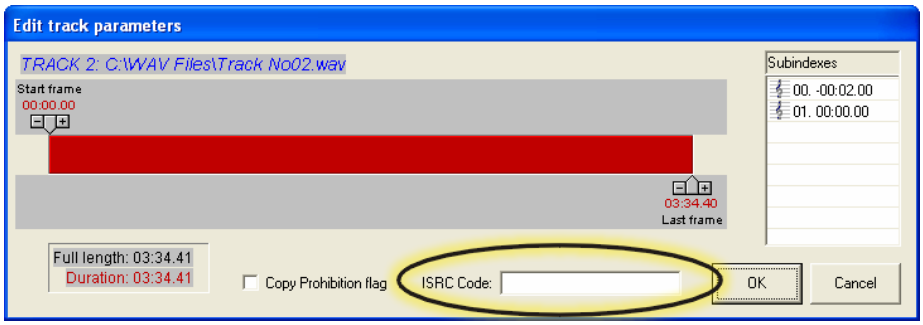
The INTERNATIONAL STANDARD RECORDING CODE (ISRC) is an optional 12-character descriptor that identifies a specific track on an audio CD. Each track can have its own unique ISRC consisting of 2 alphanumeric characters (country), 3 alphanumeric characters (owner), 2 digits (year of recording) and 5 digits (serial number). For more information on ISRC codes, you can visit:

http://www.riaa.com/issues/audio/isrc_faq.asp

The *Copy Prohibit* flag is a setting in each track on an audio CD, indicating whether or not that track can be copied by a digital recorder.

To change an ISRC code:

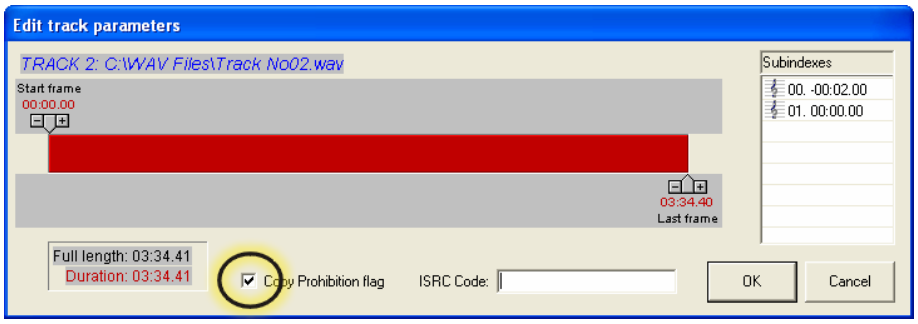
- Right *click* the desired audio track in the lower left pane, and select *Edit*. The screen will now read:



- Enter the code in the ISRC line and *click* the *OK* button. Valid codes start with two-letter country code, followed by ten digits.

To change a *Copy Prohibit* flag:

- Right *click* the desired audio track in the lower left pane, and select *Edit* The screen will now read:



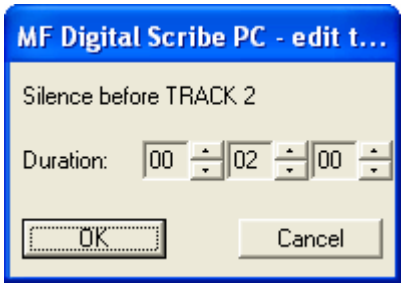
- To enable *Copy Prohibit bit* select the *Copy Prohibit* box so that it is checked, or uncheck the box to disable *Copy Prohibit bit*.

Inserting, Editing And Removing Silence

When assembling an audio CD disc image the Scribe application does not insert silences (gaps) between tracks.

To insert silence between tracks:

- Right *click* on an audio track.
- Select "Insert silence."



To edit the amount of silence between tracks:

- Right *click* the silence indicator you wish to edit in the lower left pane, and select *Edit*.
- *Click* the up and down indicators to increase or decrease the duration of the silence (minutes, seconds, frames).
- *Click* the *OK* button.

To remove silence between tracks:

- *Click* the silence indicator you wish to remove in the lower left pane and hold down the mouse button.
- Drag the silence indicator over the trashcan in the bottom right of the ***Audio*** tab and release the mouse button.
- *Click* the *Yes* button.

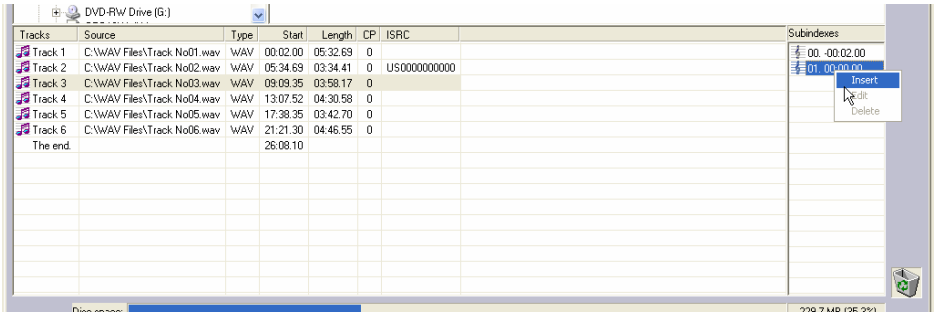
or

- Right *click* the silence indicator, and select *Delete*.

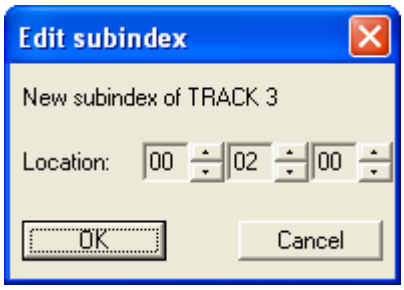
Inserting, Editing And Removing Subindexes

Subindexes are markers used by CD audio players to locate specific points inside an audio track. Subindex 0 indicates the start of any silence before the beginning of a track and subindex 1 indicates the beginning of a track's audio material. Other subindexes can also be assigned to allow some audio players to locate specified material within a track itself.

To insert subindexes in a track:



- *Click* on the desired track to highlight it, then right click subindex 01 in the subindex column and then *click* the *Insert* button. The screen will now read:



- *Click* the up and down indicators to specify the location of the subindex (minutes, seconds, frames).
- *Click* the *OK* button.

To edit subindexes:

- Right *click* the subindex you wish to edit in the lower right.
- *Click* the edit button.
- *Click* the up and down indicators to specify the new location of the subindex (minutes, seconds, frames).
- *Click* the *OK* button.

To remove subindexes:

- Right *click* the subindex you wish to remove in the lower right pane.

- Select *Delete*

or

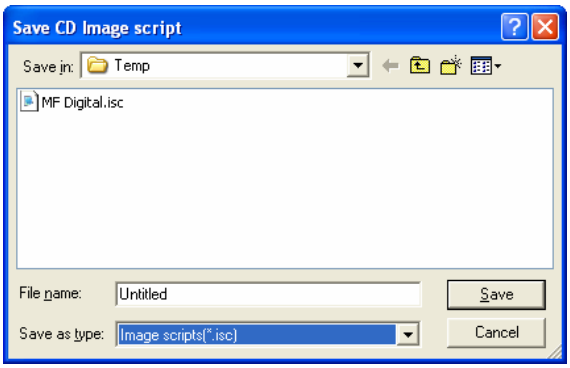
- Drag the subindex over the trashcan in the bottom right of the ***Audio*** tab and release the mouse button.
- *Click* the *Yes* button.

Saving The Current Audio Disc Image

Once an audio disc image has been created it must be saved before it can be used by the Scribe as an audio source for recording. Disc images are saved as script files (with an "ISC" extension).Image Scripts may be easily edited later while physical images cannot and must be regenerated..

To save an audio disc image script file:

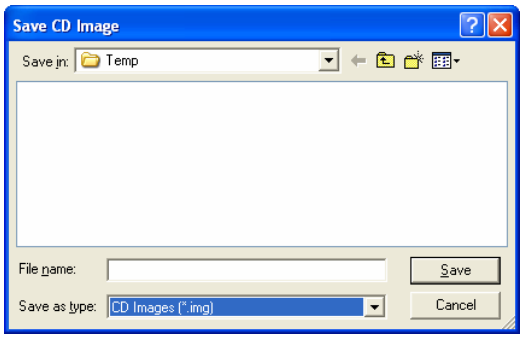
- *Click* the *Save* button on the toolbar. The screen will now read:



- Select the volume and directory where you want to save the script file.
- Enter the name for the audio disc script file and *click* the *Save* button.

To create a physical audio disc image file (.IMG):

- *Click* the *Create CD Image* button on the toolbar. The screen will now read:



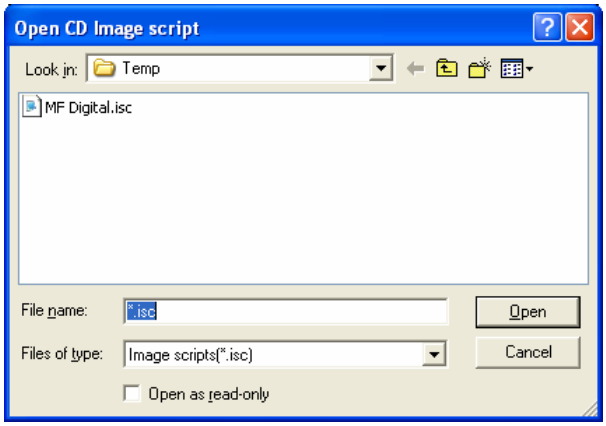
- Select the volume and directory where you want to save the physical image file.
- Enter the name for the physical image file and *click* the *Save* button.

Loading An Existing Script File

Once a data disc image script file has been saved it can be modified at a later date.

To load an existing script file:

- *Click* the *Load CD layout [*.ISC]* button on the toolbar. The screen will now read:

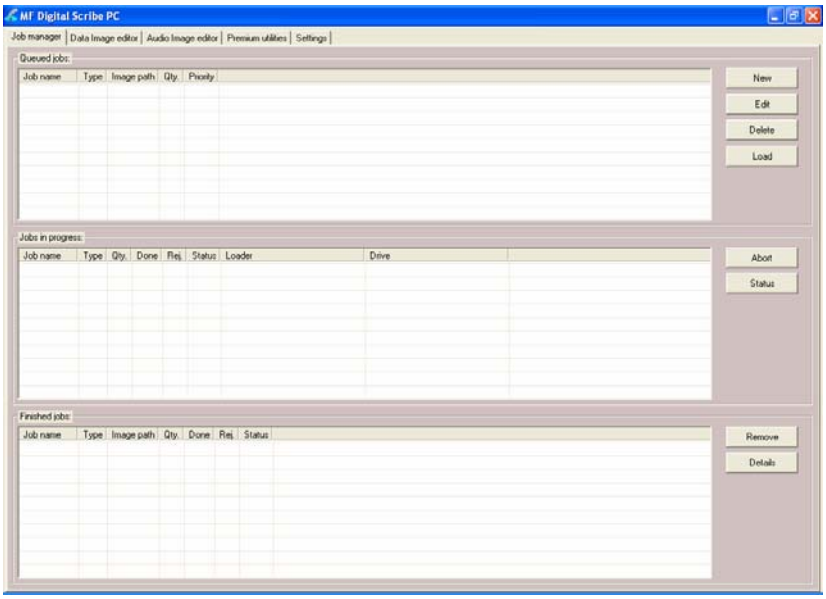


- Select the desired file and *click* the Open button.

Job Manager Tab

A job is any production run whether it be reading-in a master (archive), copying an existing disc, copying and printing, or printing only. In addition to showing you the status of jobs, the job manager is where you will go start new jobs.

- *Click* the ***Job Manager*** tab.



The screen will now show the *Job manager* tab where the progress of jobs submitted for production can be easily monitored. The ***Status*** tab is divided into three panes. The top pane is the JOB QUEUE window which lists all of the jobs waiting to be processed by displaying their assigned Job name, type of job, image path, total number of requested CDs, their assigned priority, as well as the names of their associated disc image and label files.

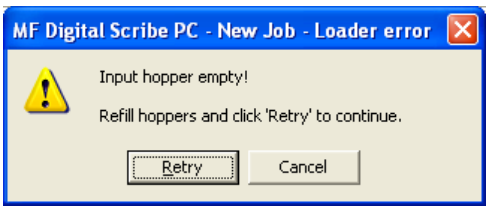
The middle pane is the ACTIVE JOBS window that lists all the jobs currently being recorded or printed by the Scribe. Information displayed for each job includes its assigned Job name, type of job, total number of requested CDs, the number of successful CDs produced, the number of failed CDs produced, the immediate status of the job (copying images, loading discs, copying discs, unloading discs, etc.) and the progress.

The lower pane is the *finished jobs* window that lists all the jobs completed by the Scribe. Information displayed for each job includes its assigned Job name, type of job, image path, the total number of requested CDs, the number of successful CDs produced, the number of failed CDs produced, and the status.

The Production Process

During production the blank discs will be loaded one at a time from the input spindle into the recorders and/or printer. Upon successful completion the discs will be unloaded onto the output spindle if the "print" general option is not selected. If selected, the discs will go to the printer before being placed on the output spindle. This process will continue until the job is complete and the Scribe will then advance to produce the next job in the queue according to its priority.

However, if the input spindle empties before the job is complete, the screen will read:



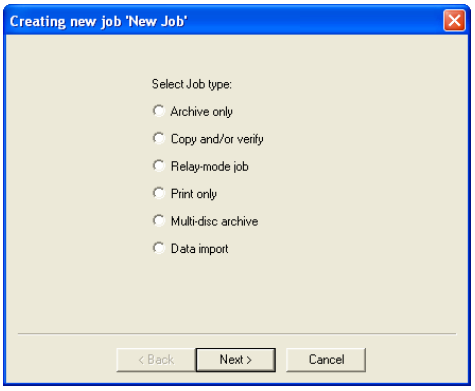
To continue producing the job, place additional blank discs onto the input spindle and *click* the *Yes* button. To stop the job *click* the *No* button and the remainder of the job will be aborted. The Scribe will then advance to produce the next job in the queue according to its priority.

Note: *Any discs dropped in the reject area have failed to record properly and should not be used. Be sure to remove rejected discs periodically during operation.*

Creating a job

In order to produce copies you must create a job. Think of a job as your work-order. It tells the Scribe what to do, and how many to do.

- *Click* the ***New*** button to the right of the Queued jobs area ON THE Job Manager tab. This brings up the ***Creating new job 'New Job'*** wizard.



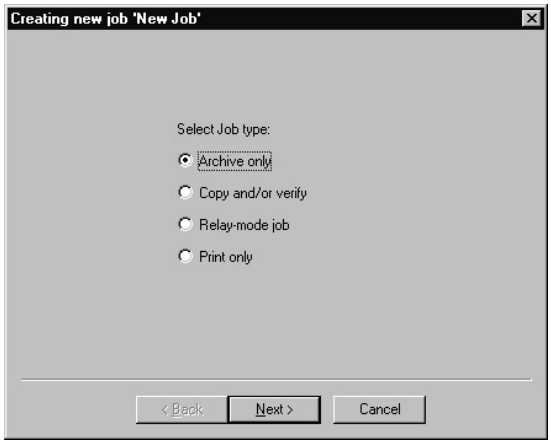
The *Creating new job 'New Job'* wizard offers six options.

Type of Jobs:	
Archive only *(Read-in)*	This option allows you to read in the top most disc in the input bin. The disc is saved to the hard drive as an image file. This file can serve as a master for future copy and/or verify jobs.
Copy	This option allows you to start a copy, or copy & print job from an existing image or from a new master disc.
Verify	This option allows you to start a verify / compare job from an existing image or from a master disc. This option is good for checking previously made copy to ensure they are the same as the master.
Relay Mode	This option allows you to make copies, as well as print the copies, of multiple master discs. Rather than launching several jobs from various image files, with "relay Mode" you can simply load up the input bin(s) with several blanks (same type as master), then a master disc (CD or DVD). Repeat this for each master you wish to copy in this batch mode. Each time a disc with data is encountered, it will be read-in and copying will then continue until the next disc with data is reached.
Print only	This option allows you to start a print only job. You must have already made a print image file as detailed in the appendixes of this manual. File types include; PRN files - made for the attached printer, Adobe PDF files, or SureThing STD files.
Multi-disc archive *(batch read-in)*	Similar to Archive, this option allows you to batch read several masters.
Data import	Unlike ARCHIVE, or reading-in a master to an image file, Data-import allows you to copy the contents of the CD or DVD as files and folders to a user defined local or network location. You can even set up multiple batches with one batch writing to one location, and the other writing to their own user defined paths

Archive only – reading in a master disc

An Archive job allows you to read-in an existing master to create a disc image file. DVDs will be saved as .UDF files and CDs to .IMG files. These files may be used later when starting a COPY job. If you will not need to copy this master again, you can read & copy in one step by starting a COPY job, and selecting MASTER DISC as ded in the next section.

1. Select the "Archive only" button as seen in **(fig. 1)**.

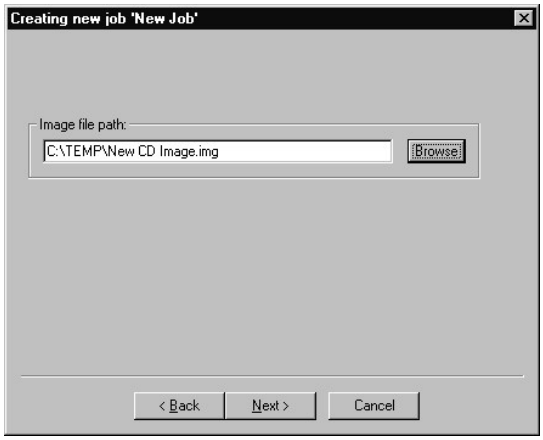


(fig. 1)

2. Click browse and select the "Image file path" for the file that you would like to archive. This lets the Scribe know where to place your file and what name to give your file.

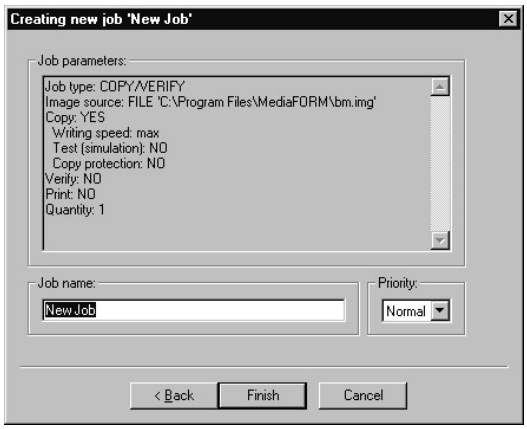
(fig. 2)

3. The file path that you choose will show in the window as seen in **(fig. 3)**. Click "Next".



(fig. 3)

4. The "Job parameters" will then be displayed. Give your job a name and select a priority.
5. Click "Finish" and the Scribe will run the job.

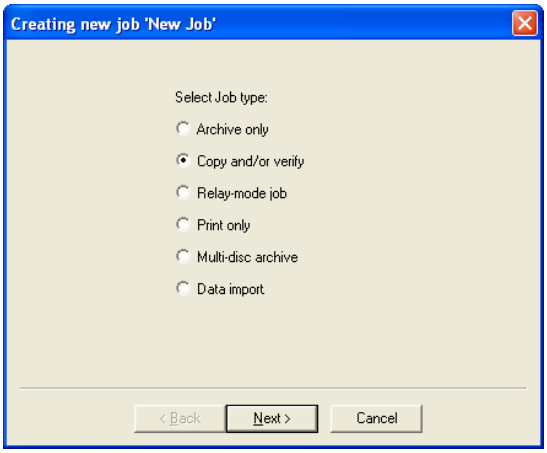


(fig. 4)

Copy and / or Verify

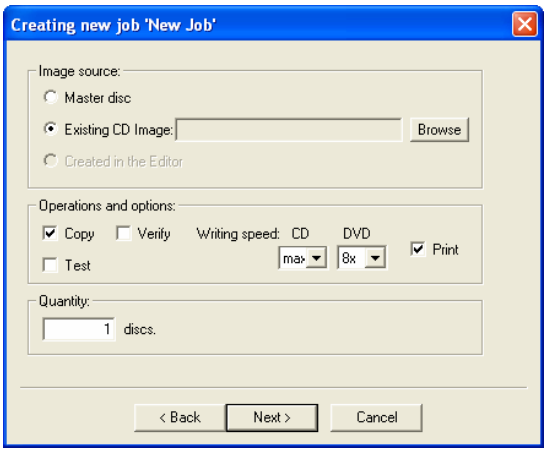
This allows you to start copying or verifying from an image file, or a new master disc.

1. Select the "Copy and/or Verify" button as seen in **(fig. 1)**.
2. *Click* "Next".



(fig. 1)

3. Select the *Image source* for your job. This can be an ISC, IMG, UDF or a master disc that you place on top of the blank discs. The Scribe will archive (read-in) the contents of the master and copy the contents to as many discs as are indicated in the quantity box. If the Scribe detects another master during the copy process, the Scribe will reject the additional master. You may also select browse and choose an existing disc image.
4. You will then want to choose the *Operations and Options* for your job: Copy, Test, Writing speed, Verify, and Print.

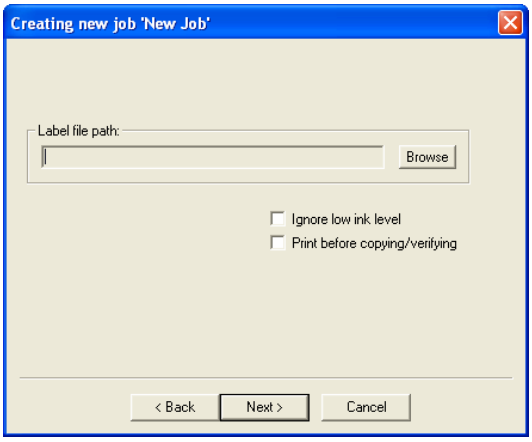


(fig. 2)

Operations and Options:	
Copy	When checked, the discs in the submitted job will be recorded using the disc image file selected in the IMAGE field.
Verify	When checked, the discs in the submitted job will automatically be compared against the source files after recording is completed.
Print	When checked, the discs will be printed with the disc label selected in the LABEL FILE field.

Test	When checked the CDs in the submitted job will not be recorded.
Speed	The recording speed pull-down allows you to set the recording speed as determined by the capabilities of the recorders installed in the Scribe.
Print first	When checked, Scribe will print the disc before copying. This is require when printing to BizCDs.

5. You will then enter the quantity of discs toward the bottom of the screen, then click the 'Next' button.
6. If you choose 'Print', you will b prompted to select a label file **(fig. 3)**. Click on browse and locate the PRN, STD, or PDF file to be used (Seethe appendices of this manual for tips on making these files). Enter the desire number of copies and optionally select "Print before copying / verifying" (for use when using BizCDs and BizCD adapter) and / or "Ignore low ink level".

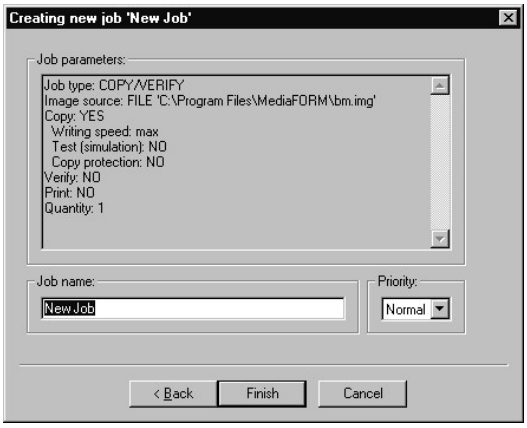


(fig. 3)

A note about "Ignore Low Ink Level"

Competitive systems continue to attempt to print even when cartridges have run out, resulting in ruined discs. ***PicoJet*** *equipped* Scribe *systems will stop at 4% remaining ensuring you will not waste discs. Optionally you can choose to ignore this safeguard to glean the last few discs out of a cartridge.*

7. When you are satisfied with your selections, click the 'Next' button. The job confirmation dialog will be displayed (fig 3).
8. Click on the 'Finish' button to launch your job.



(fig. 4)

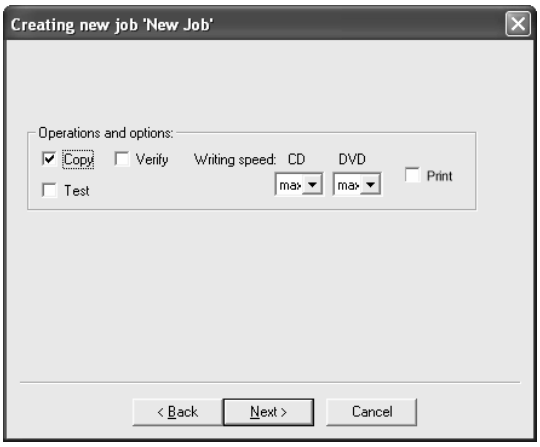
Relay mode job

Relay mode allows you to make multiple copies of multiple masters. Simply load the unit with the desired number of blank discs, then the master such that the master sits on top of the blanks. Then load in more blanks followed by the next master and so on. The end result will be copies of each master placed in to the input bin(s).

1. Select the *Relay-mode job* button as seen in **(fig. 1)**.
2. Click *Next*.

(fig. 1)

3. Select the *Operations and options* for the relay mode job.
4. Click *Next*.



(fig. 2)

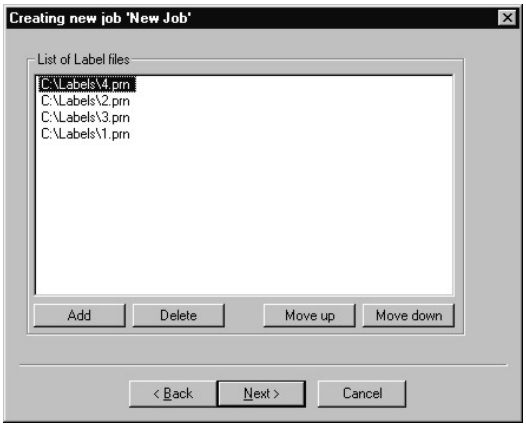
5. If you checked the "Print" option on the previous screen, you will be presented with "List of Label files" screen (fig. 3). Here you will create a list of printer label files (PRN) *Click* add to select the desired file.

(fig. 3)

Add as many PRN files as masters loaded and in the same order (fig. 4).

(fig. 4)

If needed, you can move files up and down in the list until the order of PRN files matches the order in which your masters were loaded (fig.4).



(fig. 4)

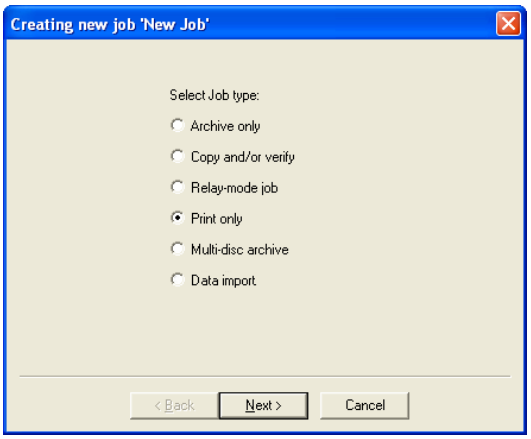
6. The *Job parameters* will then be displayed. Give your job a name and select a priority.
7. Click *Finish* and the Scribe will run the job.

7. The *Job parameters* will then be displayed. Give your job a name and select a priority.
8. Click *Finish* and the Scribe will run the job.

Print only job

Print only job allows you print discs without first duplicating them.

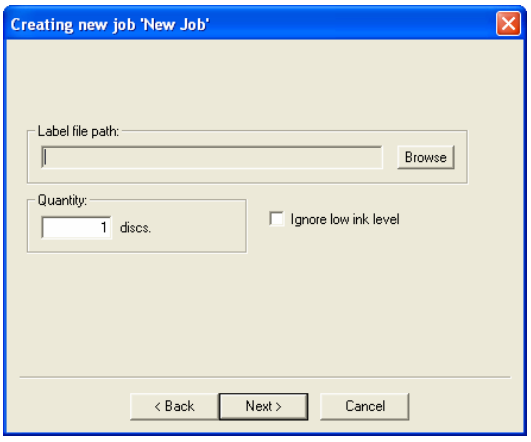
1. On the Job Manager TAB, *click* the ***New*** button to the right of the Queued jobs area to start a new job. Select the *Print only* button as seen in **(fig. 1)**.
2. Click *Next*



(fig. 1)

.

3. Click *Browse* and locate the label file that you would like to use, either a .PRN, an Adobe Acrobat .PDF, or SureThing .STD file. See the appendices of this manual for tips on working with these files.
4. Enter a quantity of discs for the job. Optionally you may choose to ignore low ink level

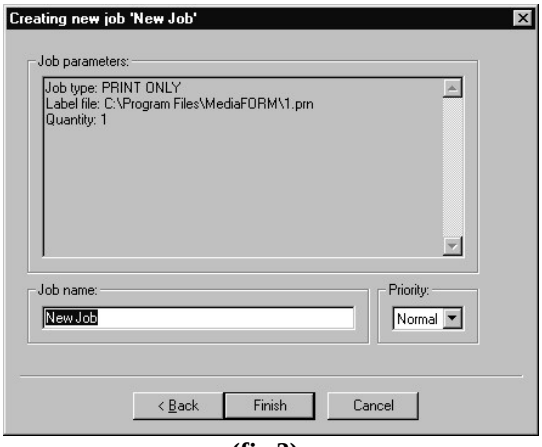


(fig. 2)

A note about "Ignore Low Ink Level"

Competitive systems continue to attempt to print even when cartridges have run out, resulting in ruined discs. ***PicoJet*** *equipped* Scribe *systems will stop at 4% remaining ensuring you will not waste discs. Optionally you can choose to ignore this safeguard to glean the last few discs out of a cartridge.*

9. When you are satisfied with your selections, click the 'Next' button. The job confirmation dialog will be displayed (fig 3).
10. Click on the 'Finish' button to launch your job.

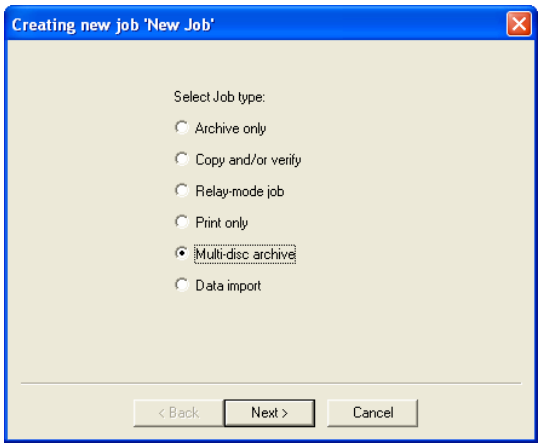


(fig 3)

Multi-disc Archive – reading in several masters at a time

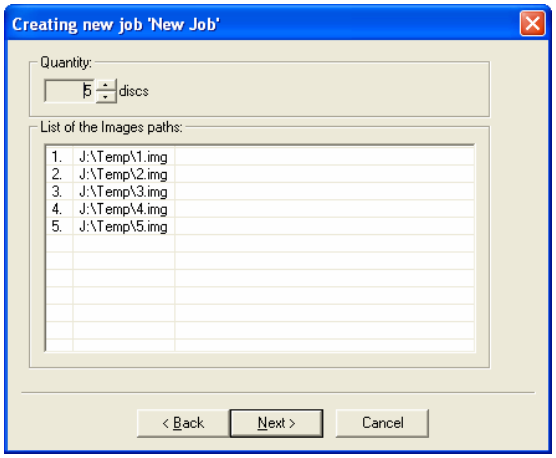
Similar to an archive job, used to read-in an existing master disc to create an image file, multi-disc archive lets you read in several masters in batch. DVDs will be saved as .UDF files and CDs to .IMG files. These files may be used later when starting a COPY job.

1. On the Job Manager TAB, *click* the ***New*** button to the right of the Queued jobs area to start a new job. Select the *Multi-disc archive* button as seen in **(fig. 1)**.
2. Click *Next.*



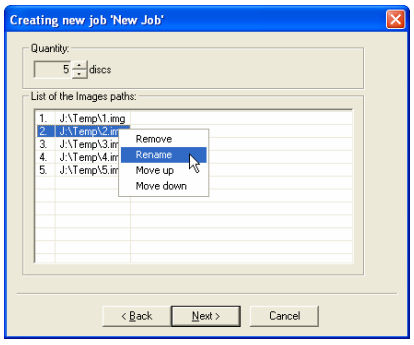
(fig. 1)

3. Click on the up and down arrows to set the desired number of discs to be read-in. In the example to the right (fig 2), we have set the number to '5'. By default, the files will be named sequentially, and stored to the default image folder.



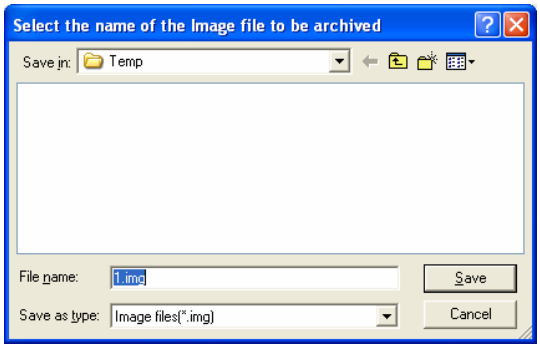
(fig. 2)

To change the desired filename(s), right-click the master you wish to edit, and select Rename (fig 3). Similarly, you can choose 'Move up' and 'Move down' to change the order of masters.



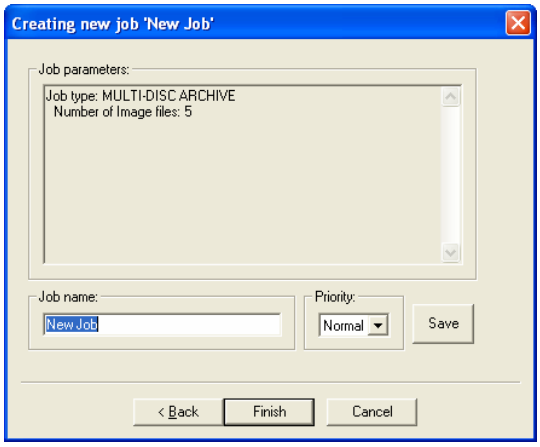
(fig. 3)

select the desired destination folder, if other than the default, then enter the desire filename and click the 'Save' button when you are happy with your entry. Be sure to always leave the .IMG filename extension (fig 4).



(fig. 4)

4. Click NEXT, and the confirmation screen depicted in fig. 5 will be displayed. Load the masters into the input bin. The top-most disc will be assigned the first image filename on the list, so be sure you the discs loaded in the correct order.



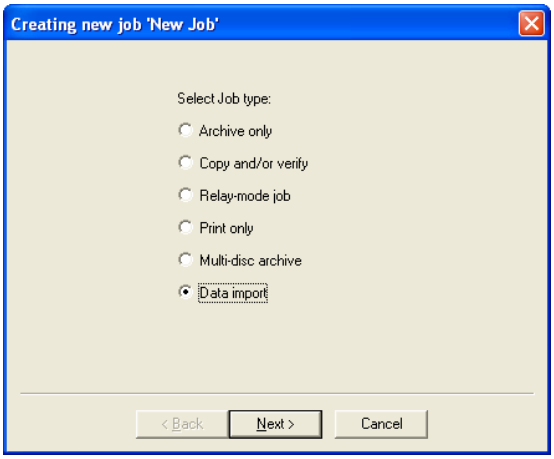
(fig. 5)

5. Click the 'Finish' to launch the batch read-in job.

Data Import – Ripping data CDs or DVDs

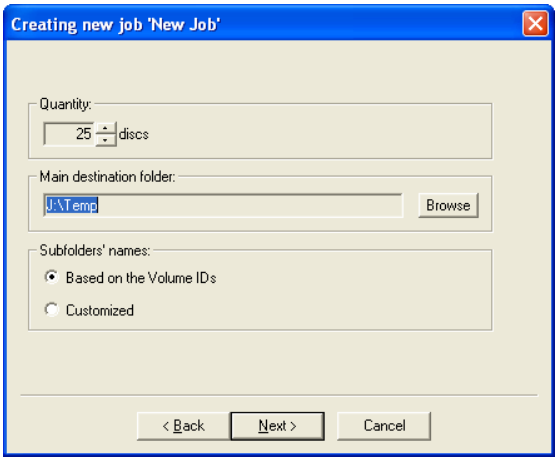
While the Archive, or multi-disc Archive job options allow you read in a CD or DVD to create a single file image of that disc, a 'Data import' job allows you to copy the director structure of a CD or DVD to local or network storage location. You can even set up multiple batches with one batch writing to one location, and the other writing to their own user defined paths. This makes for the perfect tool to automate the ripping of Windows readable data CDs or DVDs. Simply stack up your data CDs or DVDs in the input hopper and will copy the contents one by one into user definable locations. This is a great way to migrate data from disc and old jukebox devices to newer high capacity storage platforms such as high-density optical disc, storage area networks, or other network attached storage devices.

1. On the Job Manager TAB, *click* the ***New*** button to the right of the Queued jobs area to start a new job. Select the *Data import* button as seen in **(fig. 1)**.
2. Click *Next.*



(fig. 1)

3. Click on the up and down arrows to set the desired number of discs to be ripped. In the example to the right (fig 2), we have set the number to 25. Click on the 'Browse' button if you wish to select a destination folder other than the default image folder for this batch. Choose the desired sub-folder naming option, either based on the CD or DVDs volume name or customized names.



(fig. 2)

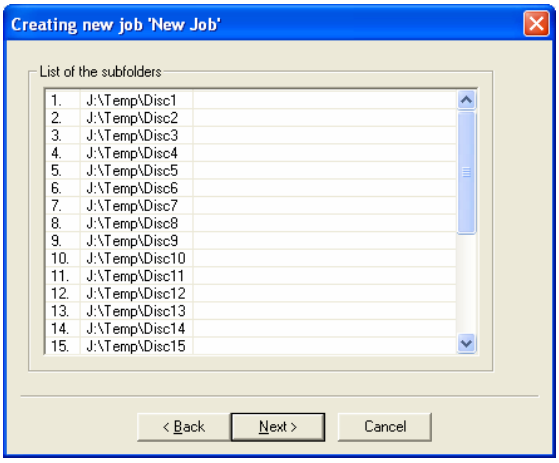
Option 1 – Based on Volume Name

Each disc in the batch will copied a folder name based on the volume name of the CD or DVD to the main destination folder. Click on the 'Next' button if you wish to

use this method, or…

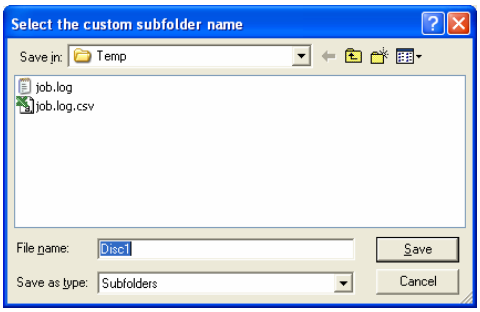
Option 2 – Customized

'Customized' allows you to choose the sub-folder name of each disc in the batch to rip. This sub folder will be created within the main destination folder. By default, the first disc will be copied to a sub-folder called Disc1, the second to Disc2, and so on (fig 3).



(fig. 3)

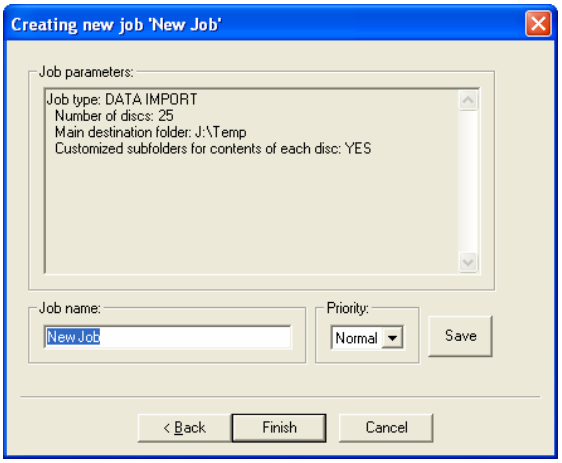
If you wish to modify this, double click on the entry you wish to change (fig 4). Select the desired destination folder, if other than the default, then enter the desired sub-folder name in the file name text box then click save. You will be returned to the folder list dialog (fig 3).



(fig. 4)

4. Click NEXT, and the confirmation screen depicted in fig. 5 will be displayed.

5. Click the 'Finish' to launch the data import job.



(fig. 5)

Log Files

The Scribe maintains two log files; JOB.LOG and JOB.LOG.CSV. These files are written to the folder defined on the settings TAB.

JOB.LOG

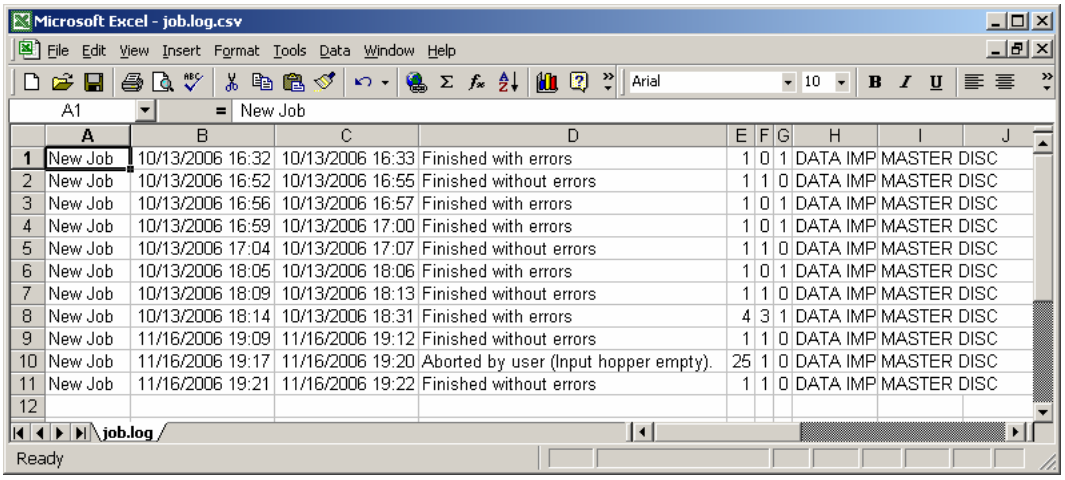
This is a simple text file that can be viewed using Notepad, Wordpad, Word, or any other word processor that supports ASCI TEXT files. It is formatted so that it is easily readable by the user.

```
Job name: New Job
Start time: 11/16/06 19:17:38
Completion time: 11/16/06 19:20:24
Status: Aborted by user (Input hopper empty).
Job type: Data import
Main destination folder: J:\Temp
Customized subfolders for contents of each disc: YES
Quantity: 25
Done: 1
Rejected: 0
============================================================

Job name: New Job
Start time: 11/16/06 19:21:13
Completion time: 11/16/06 19:22:39
Status: Finished without errors
Job type: Data import
Main destination folder: J:\Temp
Customized subfolders for contents of each disc: NO
Quantity: 1
Done: 1
Rejected: 0
============================================================
```

JOB.LOG.CSV

This is also simple text file, and it contains the same data as the JOB.LOG file, but it is in CSV, or Comma Separated Values format. CSV files re best opened with Excel, or imported into a database or spreadsheet.



Microsoft Excel - job.log.csv

File Edit View Insert Format Tools Data Window Help

Arial 10

A1 = New Job

	A	B	C	D	E	F	G	H	I	J
1	New Job	10/13/2006 16:32	10/13/2006 16:33	Finished with errors	1	0	1	DATA IMP	MASTER DISC	
2	New Job	10/13/2006 16:52	10/13/2006 16:55	Finished without errors	1	1	0	DATA IMP	MASTER DISC	
3	New Job	10/13/2006 16:56	10/13/2006 16:57	Finished with errors	1	0	1	DATA IMP	MASTER DISC	
4	New Job	10/13/2006 16:59	10/13/2006 17:00	Finished with errors	1	0	1	DATA IMP	MASTER DISC	
5	New Job	10/13/2006 17:04	10/13/2006 17:07	Finished without errors	1	1	0	DATA IMP	MASTER DISC	
6	New Job	10/13/2006 18:05	10/13/2006 18:06	Finished with errors	1	0	1	DATA IMP	MASTER DISC	
7	New Job	10/13/2006 18:09	10/13/2006 18:13	Finished without errors	1	1	0	DATA IMP	MASTER DISC	
8	New Job	10/13/2006 18:14	10/13/2006 18:31	Finished with errors	4	3	1	DATA IMP	MASTER DISC	
9	New Job	11/16/2006 19:09	11/16/2006 19:12	Finished without errors	1	1	0	DATA IMP	MASTER DISC	
10	New Job	11/16/2006 19:17	11/16/2006 19:20	Aborted by user (Input hopper empty).	25	1	0	DATA IMP	MASTER DISC	
11	New Job	11/16/2006 19:21	11/16/2006 19:22	Finished without errors	1	1	0	DATA IMP	MASTER DISC	
12										

job.log

Ready

Network Client Software

The Scribe comes with 100-base-T Ethernet. Gigabit Ethernet is also available at a slight premium. This allows you to connect the Scribe as you would any Microsoft Windows XP Scribe on your network. In doing so, you can share the Scribe with other users on your network allowing them to submit jobs remotely.

Client Scribe minimum requirements:

Client Scribe s should meet or exceed these minimum requirements:

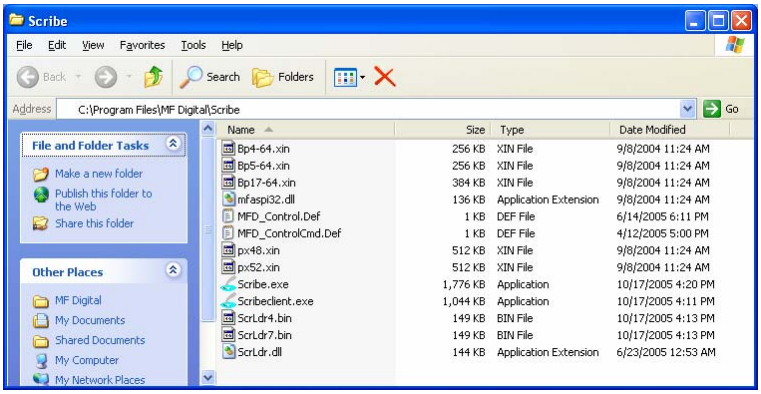
- Pentium 4 or better processor
- 512 MB of RAM
- Windows XP or Windows 2000
- 10GB of free NTFS formatted hard disk space.
- If you use firewall software, be sure not to block the port(s) used by the Scribe client software (virtual port 12345)
- 100 Base-T network supporting Microsoft TCP/IP protocol.

Installing the client software

The network client, a file named **Client.exe**, was copied to your hard drive during installation. The client software is a single .EXE file and simply needs to be copied to the desired location You can do either by copying the file to a server, a share on the Scribe you wish to give client privileges too, or use the Scribe and write the file to disc.

Here we will show you how to install and run from the desktop of the Windows 2000 / XP client Scribe.

- On your Scribe, right *click* on Start and select Explore.
- Use Windows Explorer to browse your Scribe's hard drive. If you have the default factory installation, locate the "C:\Program Files\MF Digital\\" folder.
- Right *click* on client.exe and select COPY.


Scribe
File Edit View Favorites Tools Help
Back Search Folders
Address C:\Program Files\MF Digital\Scribe
Go
File and Folder Tasks
Make a new folder
Publish this folder to the Web
Share this folder
Other Places
MF Digital
My Documents
Shared Documents
My Computer
My Network Places
Name Size Type Date Modified
Bp4-64.xin 256 KB XIN File 9/8/2004 11:24 AM
Bp5-64.xin 256 KB XIN File 9/8/2004 11:24 AM
Bp17-64.xin 384 KB XIN File 9/8/2004 11:24 AM
mfaspi32.dll 136 KB Application Extension 9/8/2004 11:24 AM
MFD_Control.Def 1 KB DEF File 6/14/2005 6:11 PM
MFD_ControlCmd.Def 1 KB DEF File 4/12/2005 5:00 PM
px48.xin 512 KB XIN File 9/8/2004 11:24 AM
px52.xin 512 KB XIN File 9/8/2004 11:24 AM
Scribe.exe 1,776 KB Application 10/17/2005 4:20 PM
Scribeclient.exe 1,044 KB Application 10/17/2005 4:11 PM
ScrLdr4.bin 149 KB BIN File 10/17/2005 4:13 PM
ScrLdr7.bin 149 KB BIN File 10/17/2005 4:13 PM
ScrLdr.dll 144 KB Application Extension 6/23/2005 12:53 AM

- Again using Windows Explorer. browse to the location where you would like to place the client software, right click and select PASTE. I suggest copying to your remote's PC's desktop, or to a network a share from which you can copy CLient.exe file to each client PC's desktop.

Using the client software

The network client, is virtually identical to the Scribe software itself. It allows you to remotely do almost most everything you can on the Scribe copier itself. This does NOT include the premium utilities as detailed in Appendix C.

Before running the client.exe client application, be sure the Scribe copier is powered on and available on the network. The client software will NOT work unless the P Scribe is running as it functions as job server. Normally you can launch the client as is. In some cases, like large corporate domains where network scanning time can be slow, it may be best to use the command line switches below. These can mitigate the time it takes the client to poll the network looking for hosts.

Optional command line switches for Client.exe:	
/uid username	Specifies the username which has to be at least 6 chars long and contain only small or capital letters (a-z, A-Z), digits (0-9), and underscore sign (_).
/sid servername1,2…	Specifies the server name(s), separated by commas or spaces.

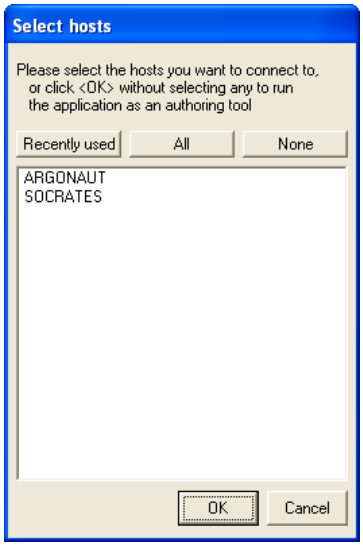
- If you copied the client software to your desktop, click on the client.exe icon:

- You will be prompted for a User Id **(fig.)**
- Enter a unique name in the User ID. User IDs are for the sole purpose of distinguishing one user from another when shared amongst multiple users. It does not serve the purpose of granting or not granting access to the device.
- *Click* on Connect. Select Hosts will be

(fig 1.)

displayed **(fig. 2)**

- Left *click* on the appropriate Scribe. This list displays computers by their network name. Then *click* OK.
- The familiar Scribe application will open up. Its use is the same as the Scribe, so please refer to previous pages on how to use the software.



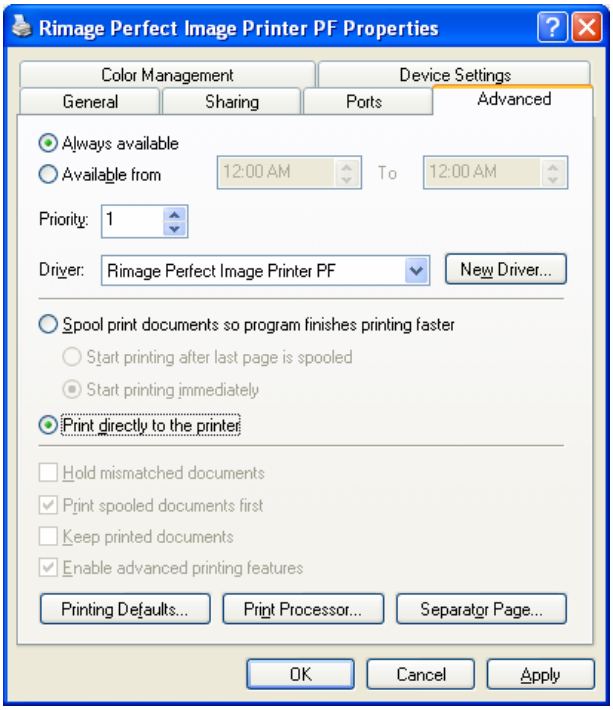
(Fig.2)

Appendix A: Creating .PRN Files (Prism Plus)

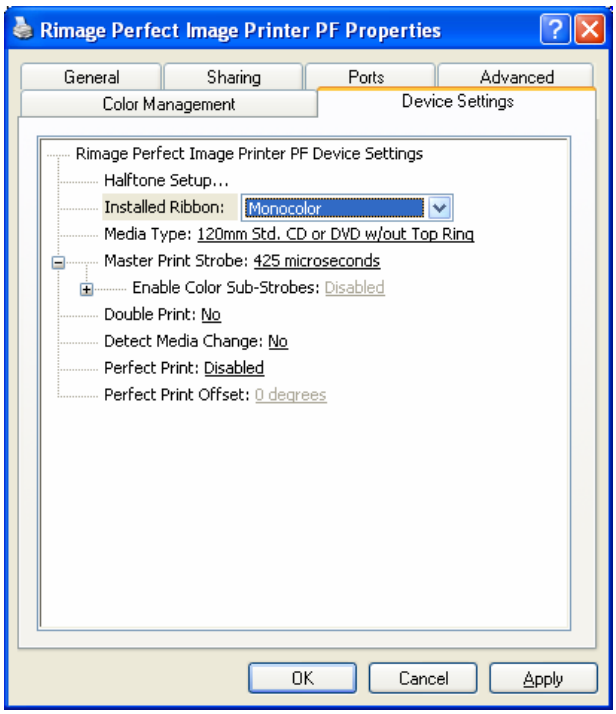
Printer Driver setup

Before you create your first print label, you must first set a couple of printer defaults. Once you have done this, you need not repeat this step again unless you reinstall the printer driver.

- Double-*click* MY COMPUTER on the desktop, then *click* on CONROL PANEL. From the control panel, *click* on PRINTERS AND FAXES. Right-*click* on RIMAGE PERFECT IMAGE PRINTER PF and select properties. *Click* on the ADVANCED TAB, and set the PRINT DIRECTLY TO PRINTER option as seen in **Fig A.**
- Your printer shipped with a monochrome back ribbon. You need to tell the printer that this ribbon is installed. As depicted in **Fig B.**, *click* on the DEVICE SETTINGS tab, and *click* on the INSTALLED RIBBON pull down and select “Monocolor”.
- *Click* OK



(Fig A.)

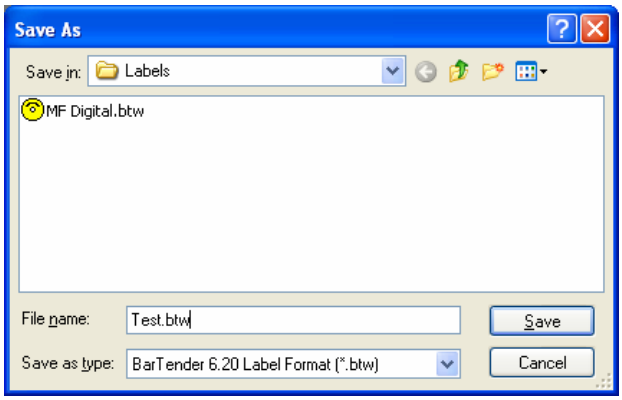


(Fig B.)

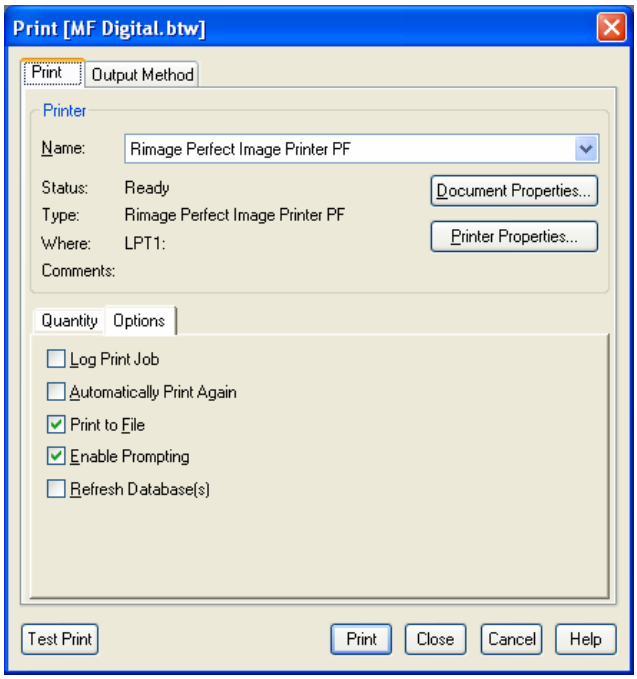
Making a .PRN label file

Next, we will create a ".prn" file by printing the document to a file instead of routing it directly to a printer. You will be prompted to specify the filename and location. This puts the document in a format that the Scribe can use for printing. Follow the instructions below to create a .prn.

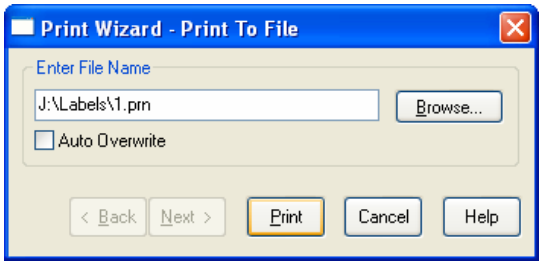
- Use the CD Designer that was included with your Prism Plus software to create label. When a label file is saved in CD Designer it is given a .BTW extension. This format is not usable by the Scribe program. You will however want to save your label as a .BTW for future editing **(Fig. C)**.
- To create a ".prn" you must use the ***Print*** feature after you have created your label. *Click* on **File-Print**. In the NAME text box, be sure the RIMAGE PERFECT and Select the *Print to file* option **(Fig D.)**.
- *Click* on *Print* and give your file a name **(Fig. E.)**. It is a good idea to *Click* on BROWSE and choose the labels folder defined on the settings TAB of the Scribe software.
- *Click* on PRINT when you are satisfied and the PRN file will be created. This file may now be used in the Scribe software.



(Fig C)



(Fig D)



(Fig E.)

Note:. A .prn file cannot be edited. It contains information to create the image, and the settings of the particular printer. *If any of the settings of the printer are changed, a new .prn file must be generated.*

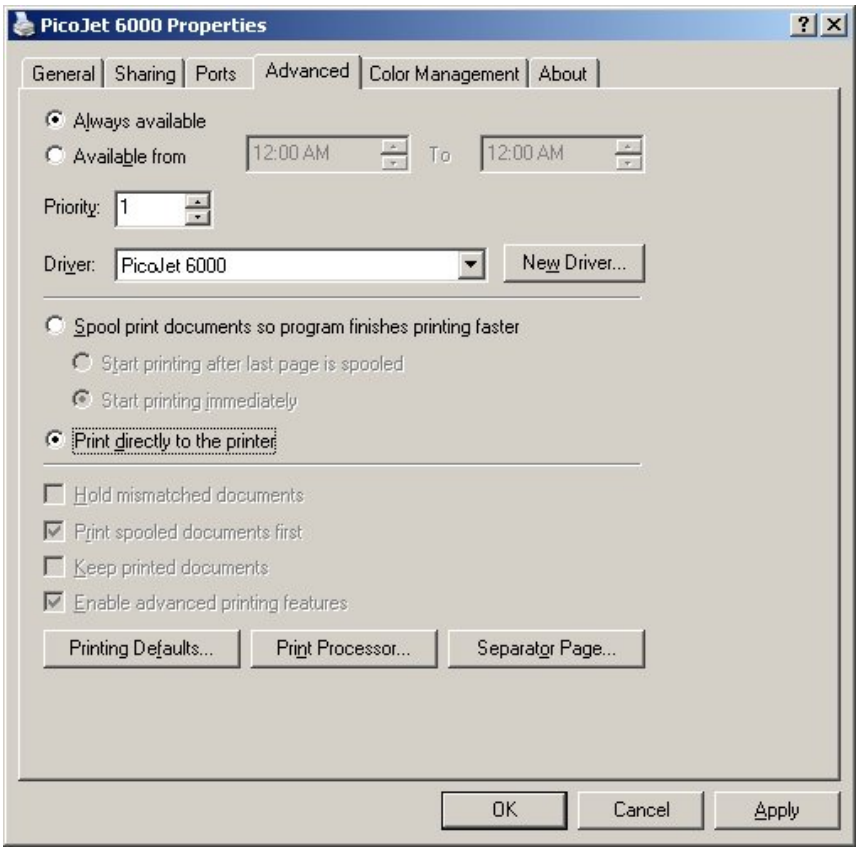
Appendix B: Creating .PRN Files (PicoJet)

If you have not already read the manual that accompanied your PicoJet printer, now would b a good time. Here is a recap on h0w to make ".PRN" files for use with your PicoJet CD / DVD printer and {C copier.

Printer Driver setup

Before you create your first print label, you must first set a couple of printer defaults. Once you have done this, you need not repeat this step again unless you reinstall the printer driver. If you purchased your printer and copier at the same time, this was pre-configured at the factory

- *Double-click* MY COMPUTER on the desktop, then *click* on CONROL PANEL. From the control panel, *click* on PRINTERS AND FAXES. *Right-click* on PICOJET 6000 and select properties. *Click* on the ADVANCED TAB, and set the PRINT DIRECTLY TO PRINTER option.

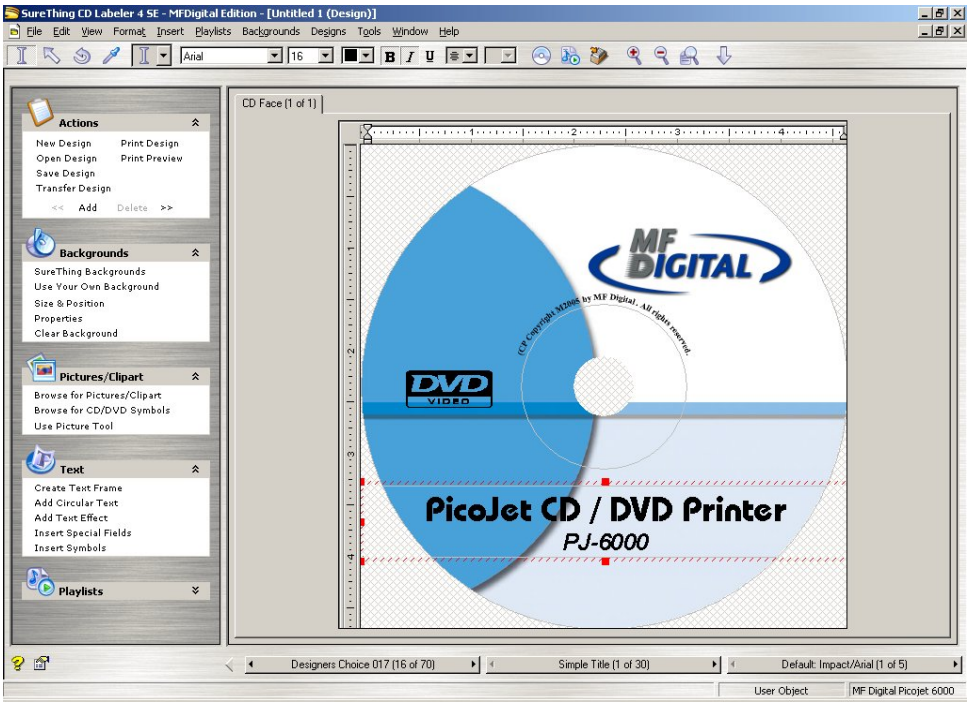


- *Click* on "OK". Start the SureThing software and complete the initialization screens if prompted. If you have not familiarized yourself with the software yet, it would be a good time to go through the "start-up" tutorials. If prompted:

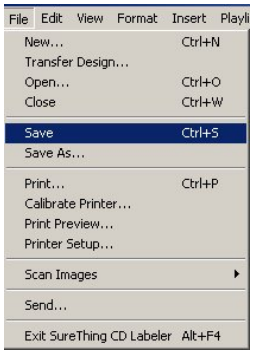
Making a .PRN label file

SureThing New CD Wizard
Select Label Stock
Choose the vendor and labels on which you intend to print. You can change labels later by choosing Edit / Change Label Stock.
Product Types
CD/DVD Cards
CD/DVD Cases
CD/DVD Labels
CD/DVD Printers
Label Products
MF Digital Picojet 6000
< Back
Next >
Finish
Cancel

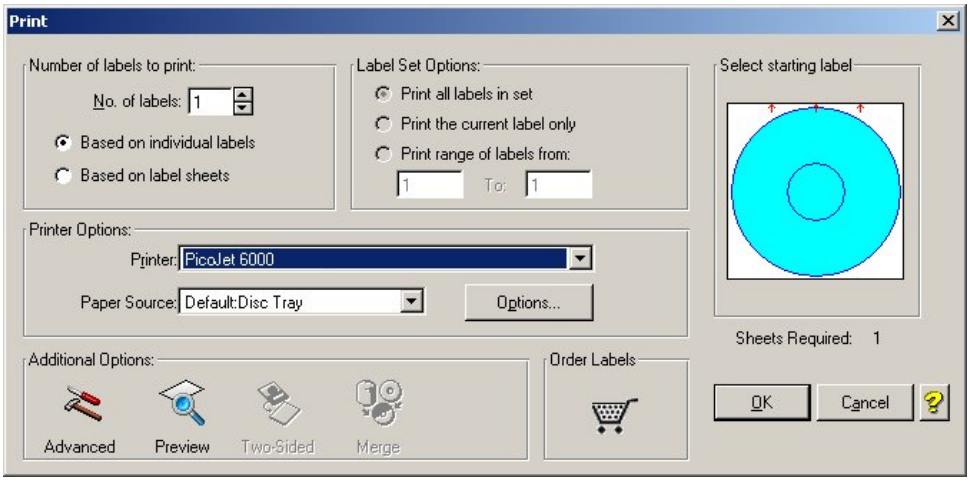
- Select the MF Digital PicoJet 600 and *click* "Finish".
- Design your CD / DVD label.



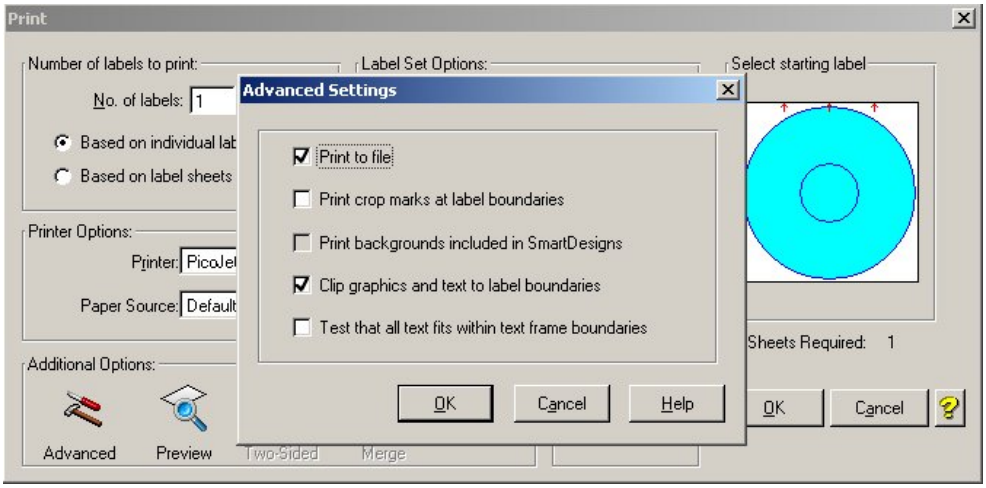
- If you plan to edit this file later, it is best to save it now. *Click* on FILE-SAVE



Enter a filename to save your label to a SureThing ".STD" file. To create the compatible file, a PRN file, *click* on FILE-PRINT:



- Be sure to leave "No. of Labels" set to 1. Under "Additional Options" at the bottom of this dialog box, *click* on "Advanced" and check off "Print to File".



- *Click* on OK and then you will be returned to the "print" main dialog box. *Click* "OK" again and the "Print-to-File" dialog box will open:

- Type in the path and desired filename, but be sure to retain the .PRN file extension. In the example above, we will be creating 1.PRN in the "labels" folder. Folder will not automatically be created. Folders in the path MUST already exist. It is a good idea choose the labels folder defined on the settings TAB of the Scribe software.
- You have usefully created a PRN file!

Note:. A .prn file cannot be edited. It contains information to create the image, and the settings of the particular printer. *If any of the settings of the printer are changed, a new .prn file must be generated.*

Appendix C: Creating & Using Adobe Acrobat PDF Files

It may be more convenient for you to use Adobe Acrobat .PDF files rather than .PRN files. This can be the case when you prefer to use an application such as Adobe Photoshop, which we will use in our example below.

MF Digital Duplication systems allow you to create your disc labels using the popular Adobe Acrobat File .PDF file format for printing. To make this process simple, MF Digital has created PDF templates for you to design your artwork on. These templates are located on our tech support page at:

http://www.mfdigital.com/techsupport.html

To use these templates, please follow the instructions below. In this example, we will use Adobe Photoshop but the process is similar for other graphics applications.

- Open Adobe Photoshop. From the File Menu, choose "Open". Browse to find the PDF template that you downloaded and choose that file, click the open button. You will be alerted with an IMPORT PDF dialog window as seen in **Fig. A**
- Click the OK button.
- The template will open in Adobe Photoshop. If you select the IMAGE menu, then choose Image Size, the image size dialog will appear, verify the Document Size, Height & Width reads the correct size for the template you are working with. For this example, the document size should read 119.94mm x 119.94mm as depicted in **Fig. B**
- When laying out text in Photoshop, Photoshop automatically creates a new layer, one for each piece of text you add. Should you need to insert a graphic, from the Layer Menu, choose LAYER->NEW LAYER. Photoshop will insert a new layer for

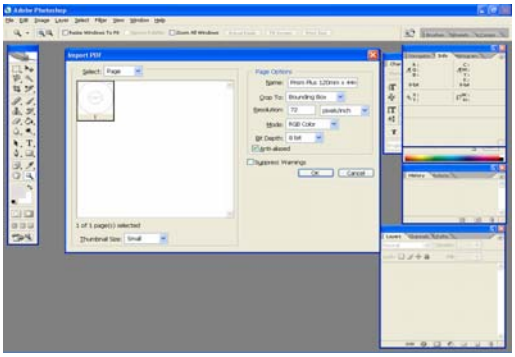


Fig. A

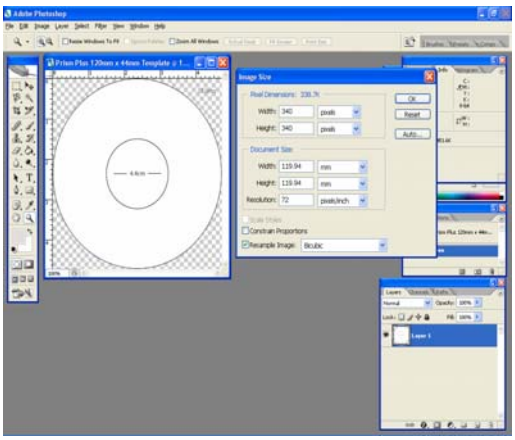


Fig. B

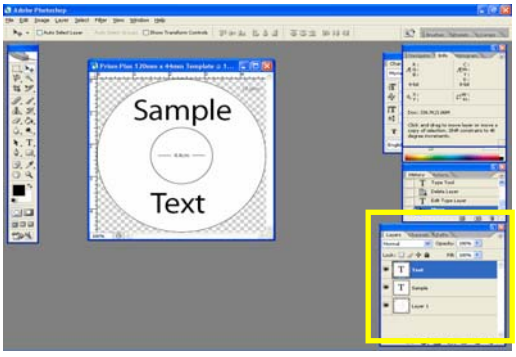


Fig. C

you. You can then add the graphic onto this layer.(Yellow Square) as per **Fig. C.**

(Note: For our purposes, this is NOT a tutorial on the use of Photoshop. You should already be familiar with its use.)

- After you lay out your design, the template layer needs to be "turned off". This is done by using the layers palette (red square, **Fig. D**). You will notice that to the left of each layer is an eye. Clicking the eye will turn that layer off. Notice the template now disappears. **Fig. E**
- You will now need to convert your design into a PDF file, to do this, make sure you have Adobe Acrobat installed (Full version not simply the Reader). From the File Menu, choose Print. Under the Printer section of the Print Dialog, change the Printer name to the PDF Printer (acrobat versions vary in names). **Fig. F** Click the OK button.
- You will be prompted to give a name to the PDF file. Enter the desired filename - **Fig. G**

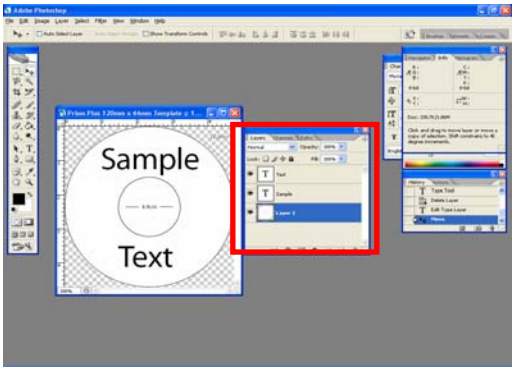


Fig. D

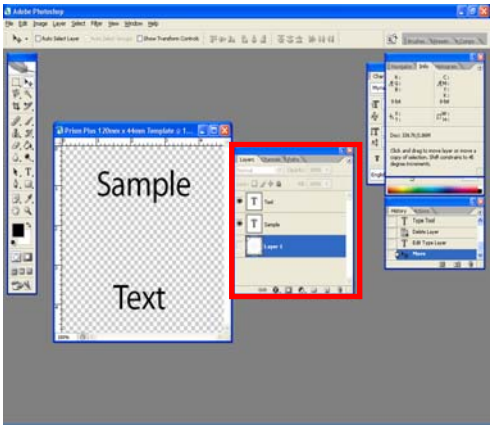


Fig. E

CAUTION

When submitting the PDF file to print, please make sure the target printer is not the default printer. (If printing to PicoJet – PicoJet cannot be the default printer) If needed, add a dummy printer to printers and faxes directory.

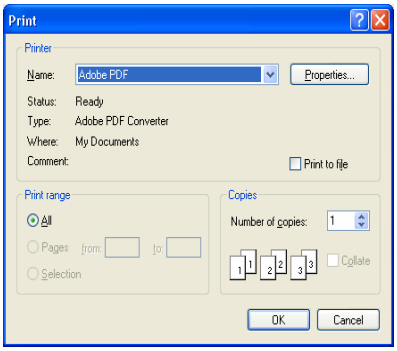


Fig. F

Note: ***When submitting PDF files for printing via the network client. The drivers for the printer attached to the Scribe, must also be loaded on the Scribe running the client software.***

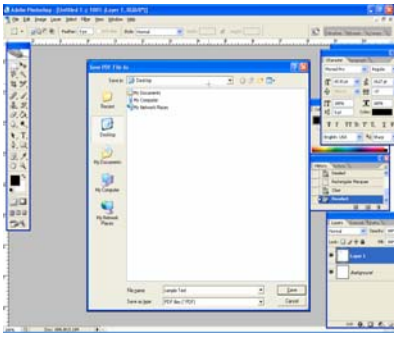


Fig. G

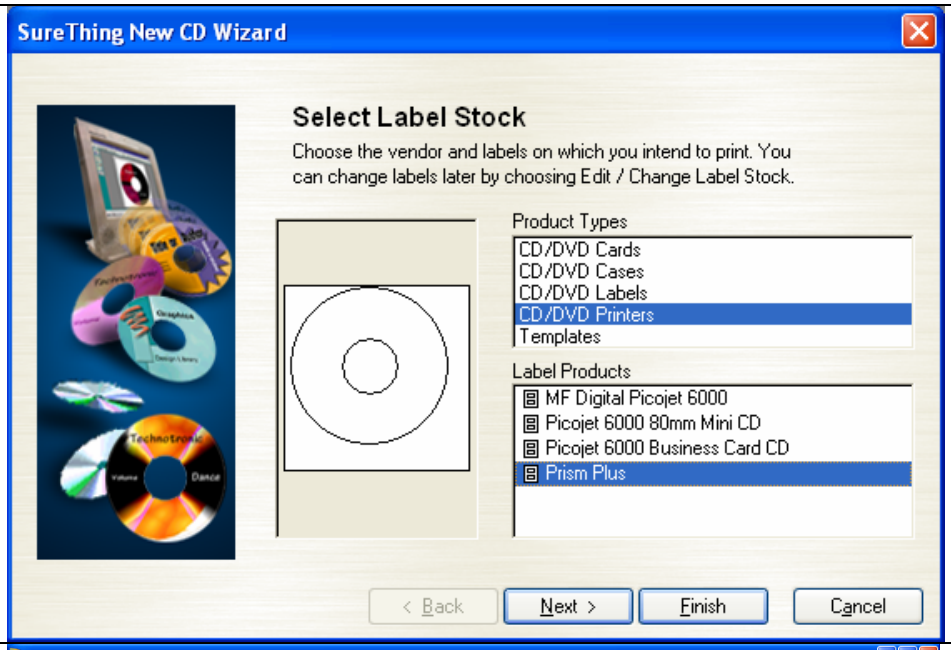
Appendix D

How to setup SureThing CD Labeler to Merge with a CSV document.

Your Scribe Series software now allows you to print using the SureThing Document file, STD for short. Using this file type gives you the flexibility to print unique information on your discs. To take advantage of this feature. Please follow the steps below.

Step 1:

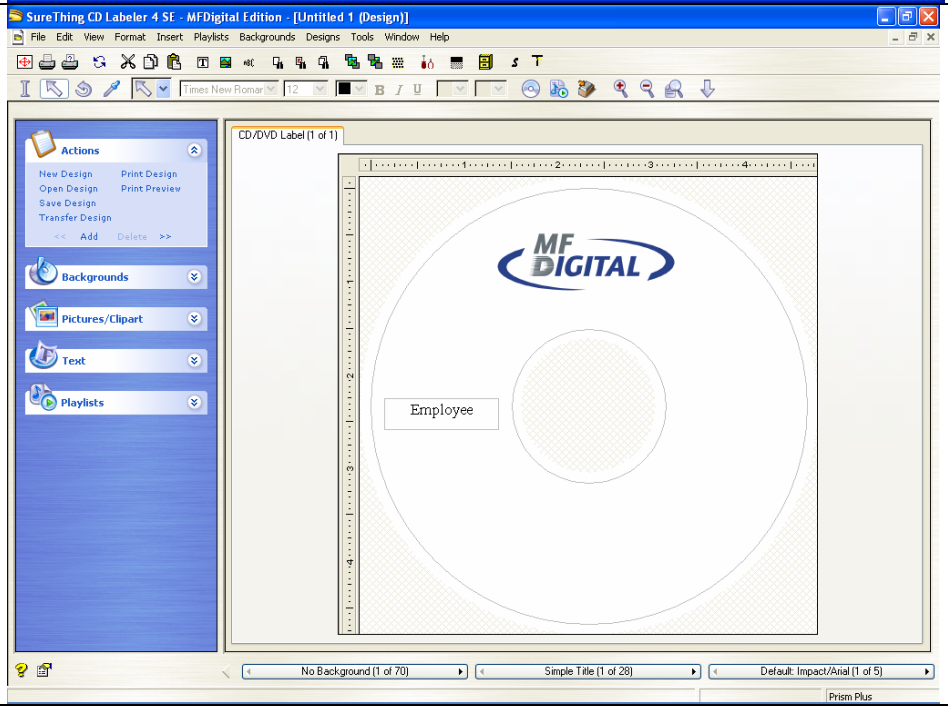
Launch the SureThing CD Labeler and choose the correct template for your Printer. For this example we will set this up using the Prism Plus Printer.



Step #2:

If you have any text or images that will remain static for your label, this would be the best time to add those in.

In the example on the right, we've added a logo and a line of text.



Note:

Up to now, you could print this label and it would remain constant for each disc you planned to print. But we want to print some information that is unique for each disc. To do this, a merge field must be added and we have to tell SureThing where to get this data from so it can print it.

Creating your data merge file (CSV)

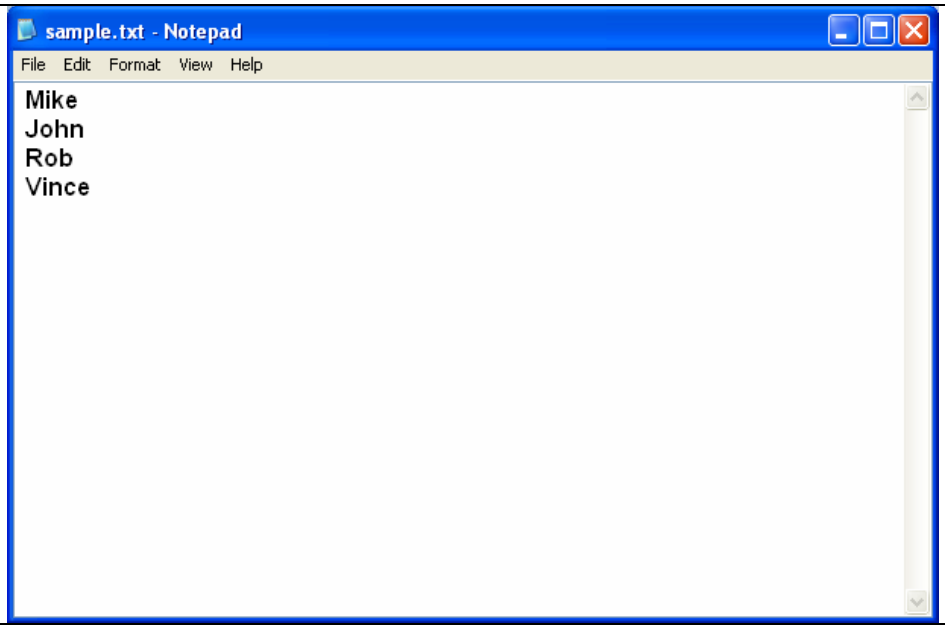
A very simple CSV can be created in Notepad, an application that is apart of the Windows Operating System. You can also use Microsoft Excel and simply export to a CSV format. A CSV format is information that is separated by commas, hence the name, Comma Separated Value.

Using Notepad:

In this example, we have created a simple list of names.

This example demonstrates a single field. Each name represents a record.

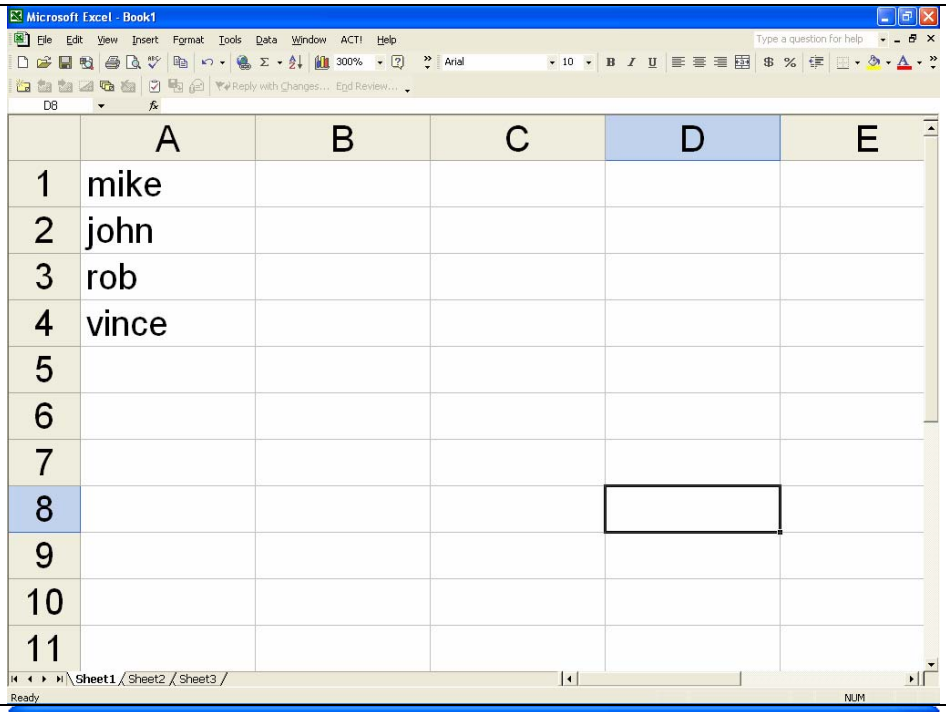
There are 4 records in this example.



Using Excel:

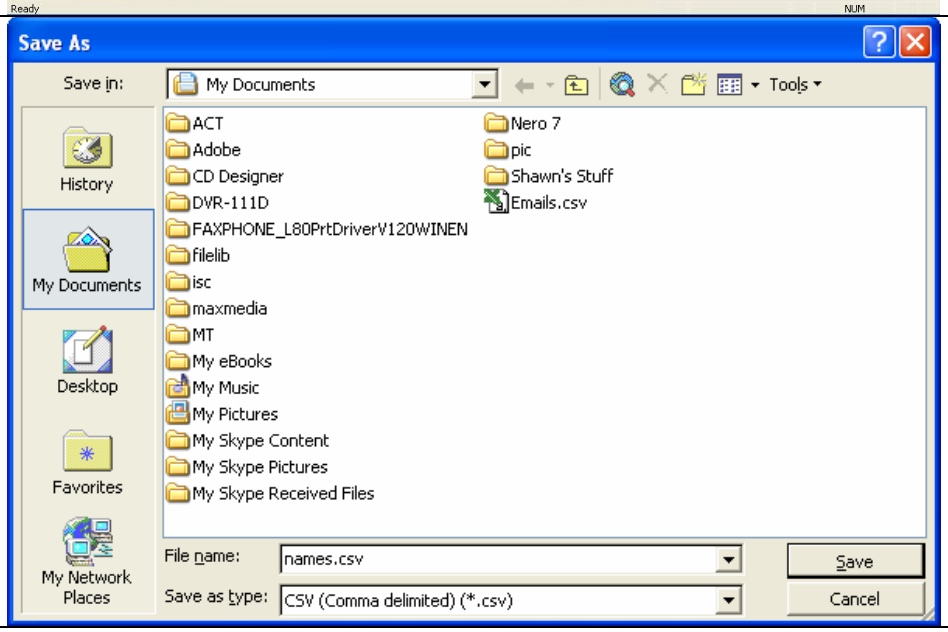
This example shows how to create a CSV using Microsoft Excel. The screenshot has been blown up to make viewing easier.

As shown, each name is put on a separate line. Each line represents a record. This example has 1 field with 4 records.



To **export** the Excel spreadsheet as a CSV, do the following.

1. Click the File Menu.
2. Choose Save As
3. Change the Save As Type drop down menu to CSV.
4. Name your CSV file
5. Select a location, and choose Save

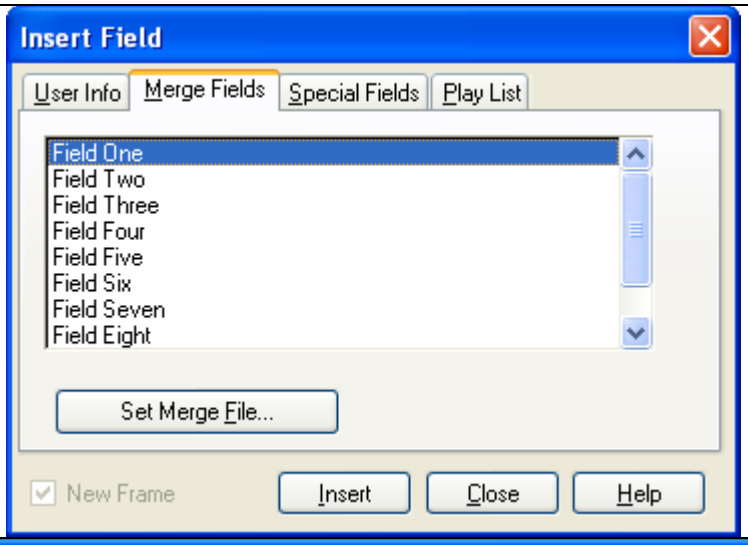


Step 3:

Now that we have our CSV file all set, lets Merge it with our STD File.

In SureThing, click the Insert Menu, and choose Insert Merge Field.

The Insert Field Dialog appears.

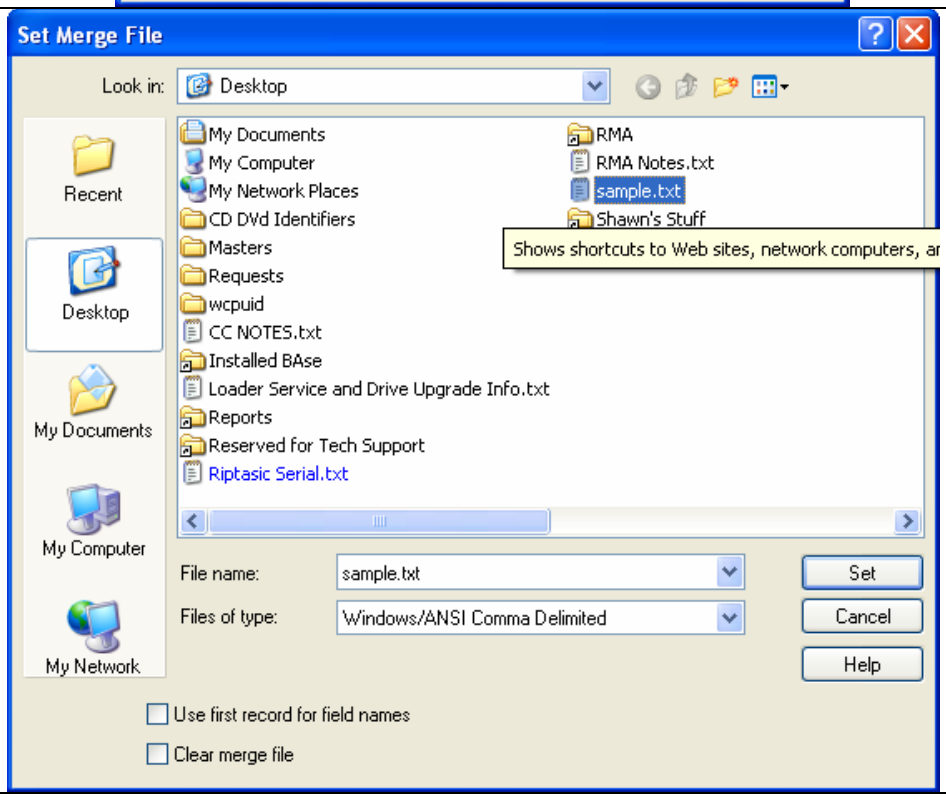


Step 4:

Now click the Set Merge File button. Now the Set Merge File Dialog appears.

Locate your CSV File and select it.

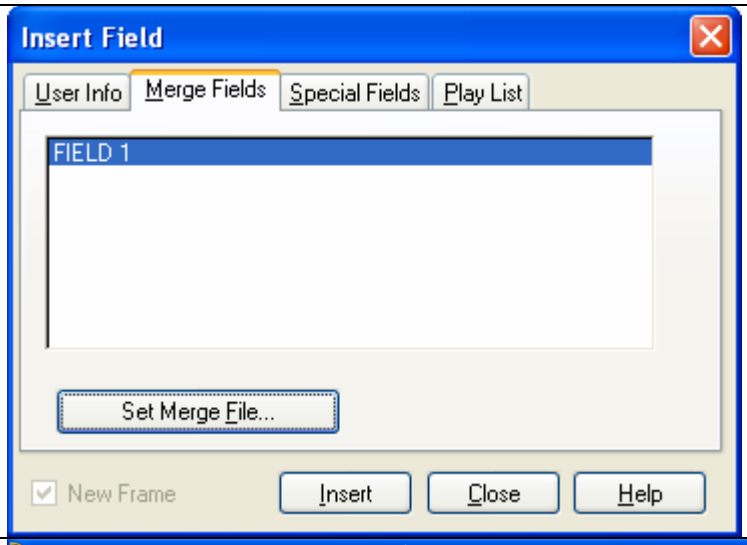
Once selected, click the Set button on the right.



You'll notice the window in the center of Insert Field Dialog has now changed.

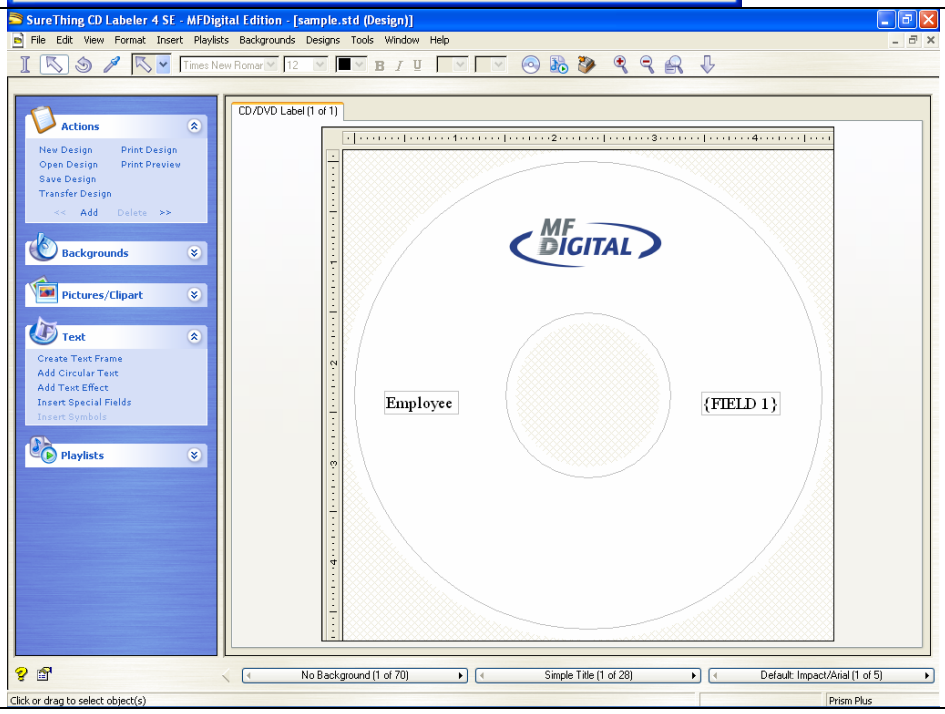
It now contains the name of Field 1. This is the Field that we are going to use. Select it and Press the Insert button.

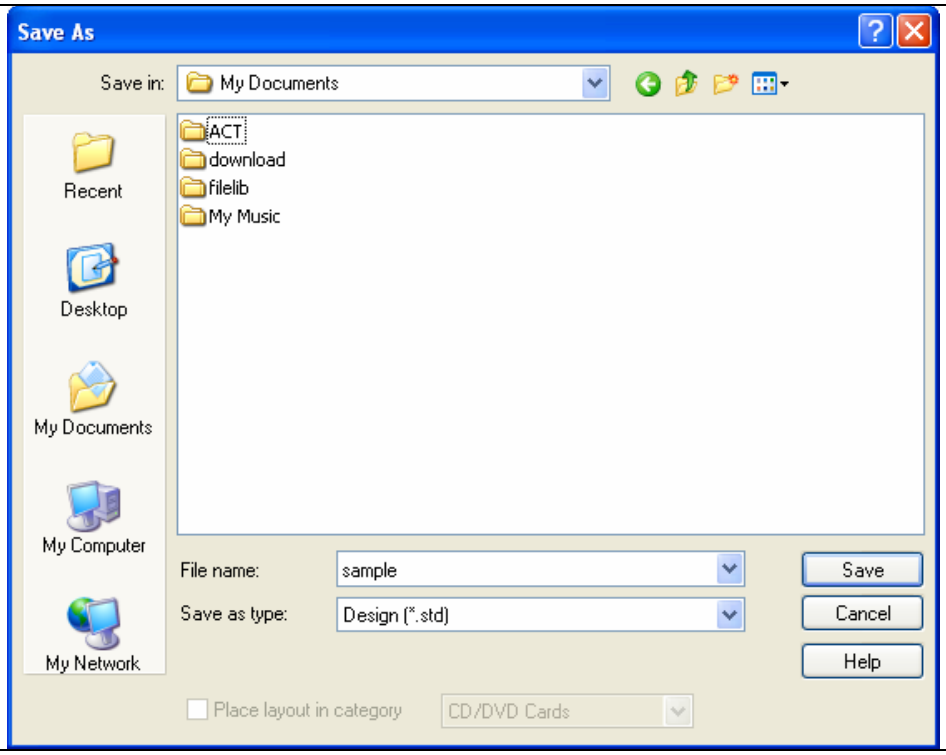
The field will be inserted behind this dialog. If there are no more fields that you wish to insert it will be necessary to press the Close button.



SureThing has now inserted the Field, giving it the name of that field's place holder, Field 1.

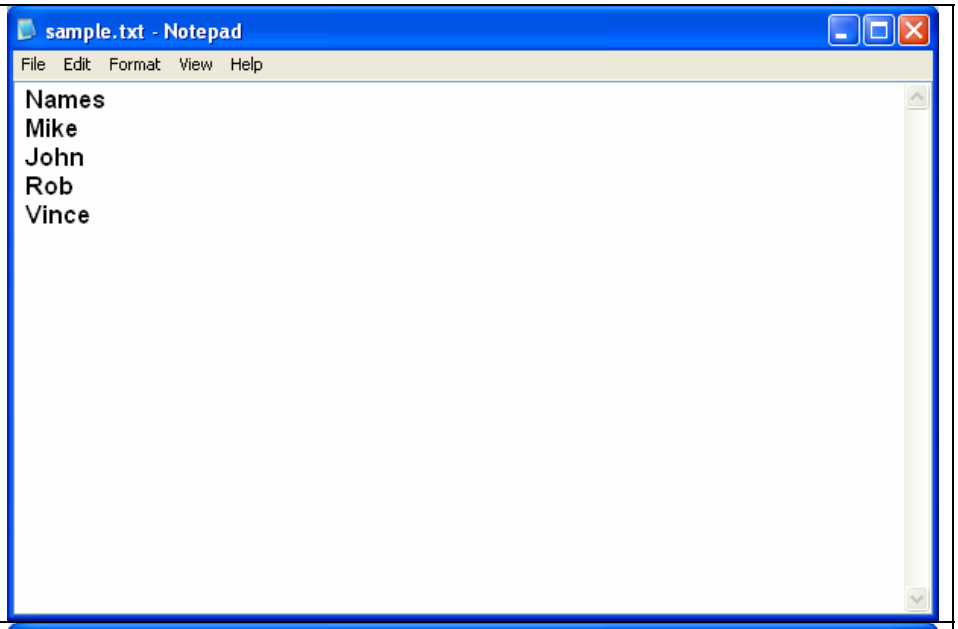
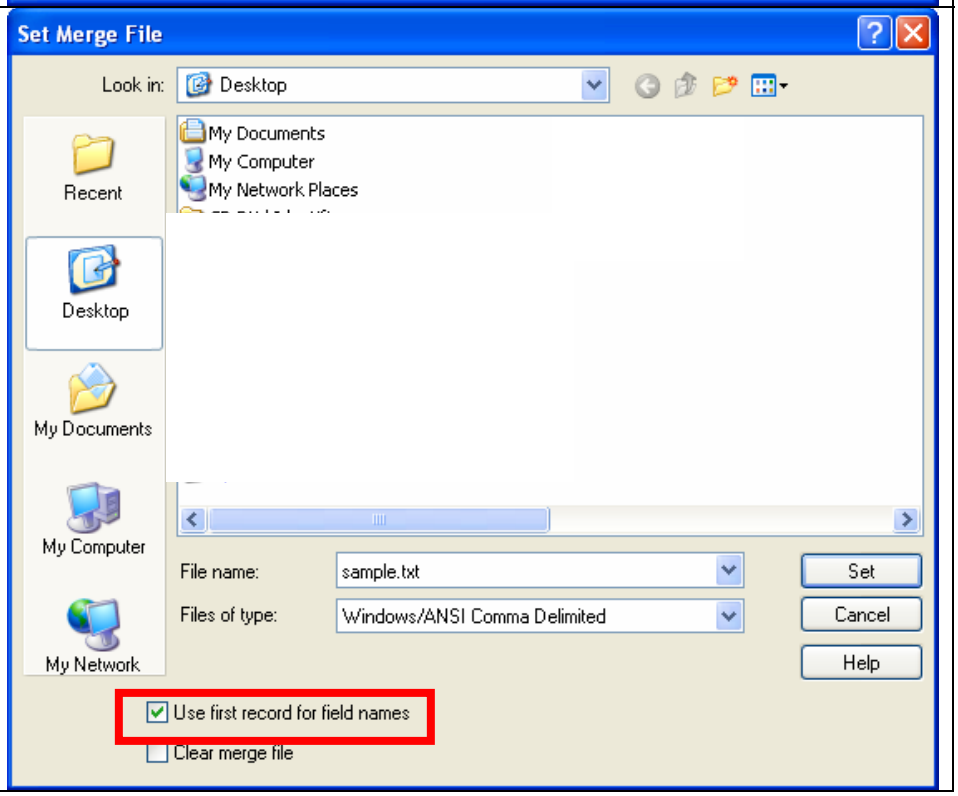
In the example to the right, we have moved the Field to the print on the right side of the disc.

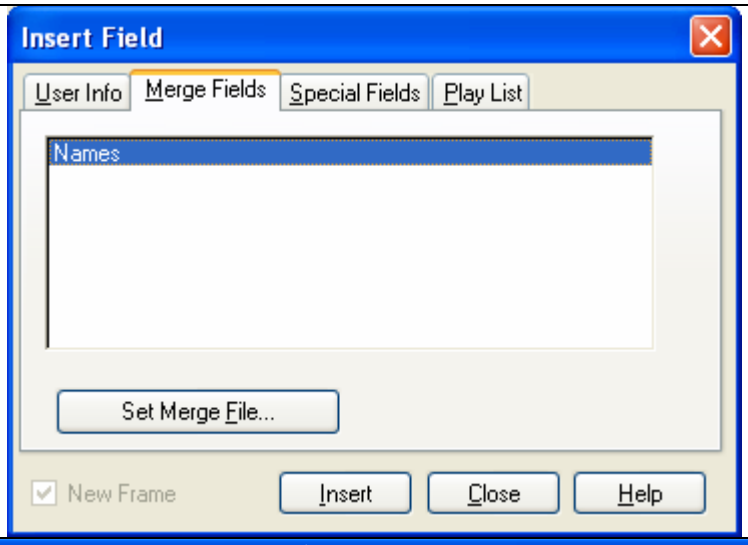
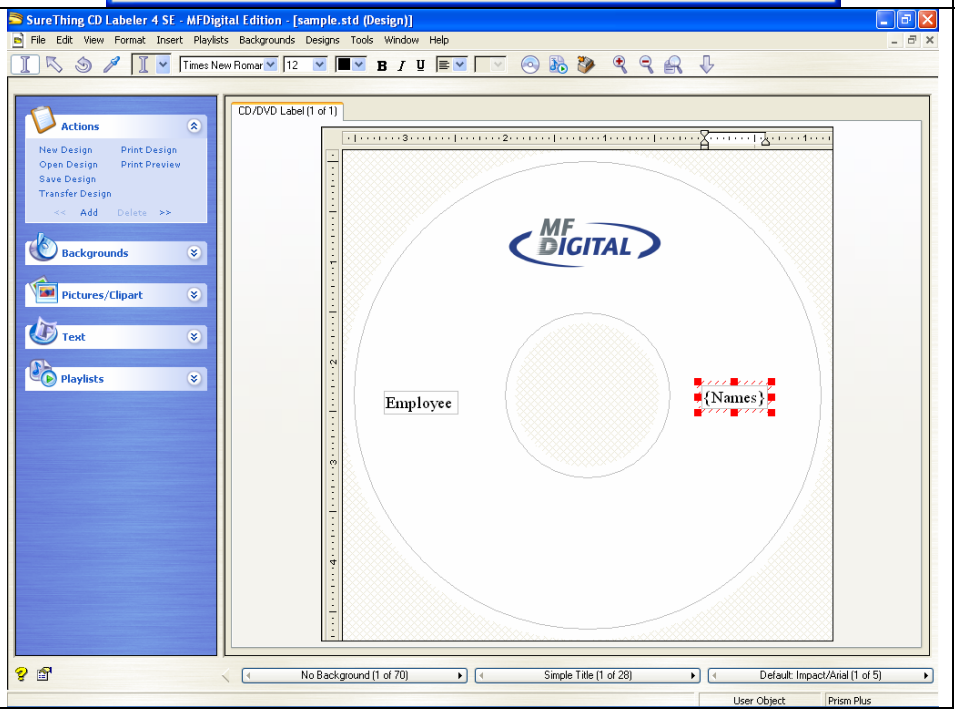


Step 5: From the File Menu, choose Save, choose a location, give the STD a filename, and click Save.	

Using Headers in your CSV Document

If you would like your CSV Document to contain headers., this option is supported and can be easily be implemented. Headers are the names of each of the fields. Each header or field name must be separated by a comma. When using Headers, you can tell SureThing that the first record contains field names and SureThing will utilize those field names in the Insert Field Dialog, Field names are not printed.

Shown in the example to the right, the first line contains a field name, entitle Names.	
In this example, please note the option, “use first record for field names” is checked which is indicated by the red box. Selecting this option tells SureThing that your CSV contains Headers and the first record contains field names.	

In this example, when you insert a field, you can see the field name "Names" has appeared in the Insert Field Dialog Box rather then the generic Field 1 name. At this point you can click the Insert Button and the field will be inserted into your design.	
As you can see the field has been inserted but with the name of the field, "Names". Now you can save the document.	

Client and STD Files with Merge

Although Client supports the printing of STD files, it **DOES NOT** support STD files with merge. If you wish to print STD Files with Merge you can take advantage of the UNC Method. The Universal Naming Convention (UNC) is a way to identify a shared file in a computer without having to specify (or know) the storage device it is on. In Windows operating systems, Novell NetWare, and possibly other operating systems, the UNC can be used instead of the local naming system (such as the DOS naming system in Windows).

In Windows operating systems, the UNC name format is:

\\servername\sharename\path\filename

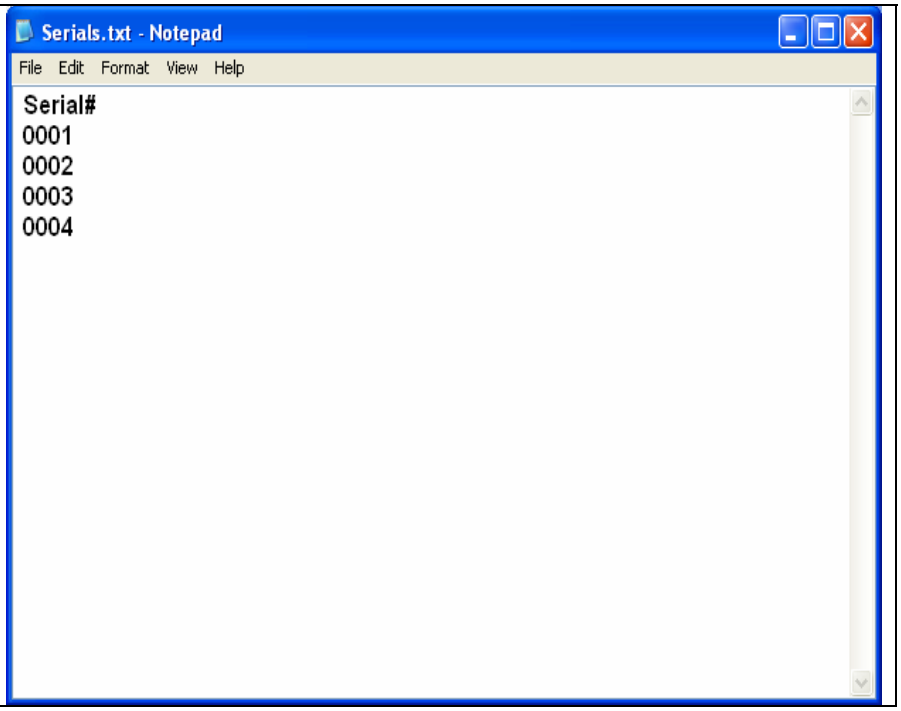
NOTE: If you are using this method, make sure your STD and CSV are not linked. If so, you must clear the link which can be done in SureThing on the Set Merge File Dialog. Click the check box labeled Clear Merge File and then click Set. The "link" will now by broken.

To implement this method utilizing UNC, following the steps below.

1. On the Local Machine, create a shared folder, for example, name the folder MERGE
2. Now copy your STD and CSV File to the Shared Folder.
3. Perform the steps as outline above to merge the CSV with your STD file.
4. DO NOT copy these files back to your local machine, leave them in the Shared Folder you created.
5. Submit the STD File to your via Client. You will see the information being printed uniquely on your discs.

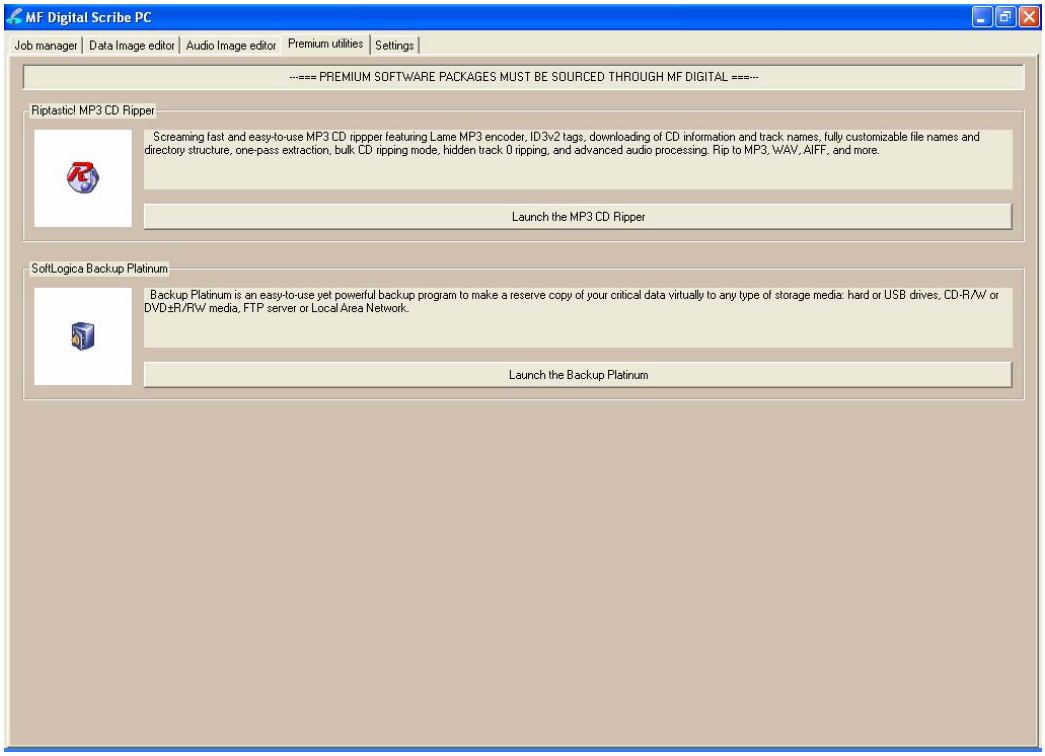
Serialization

Note: *Scribe only supports Merge Fields; therefore the field type, Serial Number under the Special Fields Tab is not supported. You can still serialize discs as follows:*

To serialize your disc, create a CSV that contains a list of numbers as demonstrated in the picture to the right. A header, as shown in the picture, is optional but makes this process easier when inserting the merge field into SureThing CD Labeler (see the section, *Using Headers in your CSV Document*). Now link the CSV with your STD and you can print unique serial numbers on your disc.	

Appendix E: Premium Utilities

The "Premium utilities" tab is the launch pad for MF Digital's Scribe add-on applications. These applications serve unique purposes and automate many everyday tasks. While they do not come with your unit, they may be purchased at any time.


MF Digital Scribe PC
Job manager
Data Image editor
Audio Image editor
Premium utilities
Settings
---=== PREMIUM SOFTWARE PACKAGES MUST BE SOURCED THROUGH MF DIGITAL ===---
Riptastic! MP3 CD Ripper
Screaming fast and easy-to-use MP3 CD rippper featuring Lame MP3 encoder, ID3v2 tags, downloading of CD information and track names, fully customizable file names and directory structure, one-pass extraction, bulk CD ripping mode, hidden track 0 ripping, and advanced audio processing. Rip to MP3, WAV, AIFF, and more.
Launch the MP3 CD Ripper
SoftLogica Backup Platinum
Backup Platinum is an easy-to-use yet powerful backup program to make a reserve copy of your critical data virtually to any type of storage media: hard or USB drives, CD-R/W or DVD±R/RW media, FTP server or Local Area Network.
Launch the Backup Platinum

Add-ons include:

- Riptastic for MF Digital CD Ripper
- Platinum Backup for MF Digital

Riptastic for MF Digital

Load the Scribe with your audio CDs and quickly and easily rip your entire collection of CDs with this screaming fast and easy-to-use MP3 and WMA CD ripper.

- Batch Rip CDs to MP3, WMA, WMA lossless, WAV, or AIFF.
- Supports a wide variety constant bit rates as well variable bit rates.
- Automatically get CD title, artist, and track names from the Internet.
- Store CD title, artist, track names, and more in ID3 Tags.
- Fine-tune ripping with advanced Audio Processing features such as Normalization, Amplification and Attenuation, Silence Trimming, Digital Resampling, and Channel Merging.

- Precisely control your preference of file names and directory naming based on ID3 tags.

Back-up Platinum for MF Digital

An easy-to-use program designed for an automatic backup of your data to CD or DVD.

- Full and incremental backup/restore
- Auto Disc spanning. When one disc is full, Baxter will simply load the next.
- Integrated compression & encryption
- A powerful scheduler makes it easy to define the backup plan and run backup and recovery tasks automatically from hourly to monthly basis.
- E-mail notification about operation results

Ordering Premium Utilities

Adding premium utilities is easy! Call your reseller or MF Digital today! When ordering, please refer to this table:

Add-on	Part No.
Riptastic for MF Digital	SWM-RIPTASTICM57C
Backup Platinum for MF Digital	SWM-HANDYBACKUP

****** To order add-on software, contact your reseller or MF Digital at (001) 631-249-9393 x205***

Installing add-on applications

Documentation for the use of the application accompanies the software itself. Simply run the SETUP for the desire application(s). Any number of add-on applications may be installed at one time.

Becoming an add-on developer.

If you or your company produce software which can benefit from automation and would be a desirable product for the typical user, please email us at info@mfdigital.com and a representative will be in touch with you shortly.